



Acquisition Today!

The Army Contracting Agency Northern Region Newsletter

April-June 2005

Volume 2, Number 2

In This Issue

- Director's Cut
- [Across the Region](#)
- Trivia Contest
- Welcome Aboard
- Farewell and Best Wishes
- Remember...
- On your Regulatory Radar
- From our Customers
- [The Purchase Card Corner](#)
- Legal Briefs
- News you can use
- On the Money
- [Career Program and You](#)
- Article Submission

Director's Corner

ACA NR Draft Strategic Plan is out for Comment

Our purpose in drafting the ACA NR Strategic Plan is to ensure that we provide both the Army of today and tomorrow with the garrison and mission contracting support to be persuasive in peace and invincible in war. We will be successful when we focus our efforts in four critical areas: For a look at the *draft* strategic goals and objectives of ACA NR, click [here](#).



Joann Langston,
Director ACA NR

In addition, please join me in welcoming **Liz Reed** as the new DOC at Dugway Proving Grounds. Congratulations, Liz!

Across the Region

FY 2004 Army Contracting Agency Awards

Sandra O. Sieber

Director, Army Contracting Agency

It is my great pleasure to announce the FY2004 Army Contracting Agency Award winners who were selected from 78 distinguished award narratives submitted by our regional PARC's and ACA Commanders. Northern Region winners are: **MAJ Roderick Sanchez, MAJ Robert Shelton, Mary Purpus, Torrence Trappier, Patrick Hogston, Daquanna Snider, and Richard Depew**. See the full list, click [here](#).

[Back to top](#)

Notice: Links to commercial resources are for informational purposes only. They are not intended to be endorsements of any product or service by the U.S. Army or the Army Contracting Agency.

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

This newsletter is intended to increase communications between the ACA NR Headquarters staff and the region's contracting offices.

Your input is vital. Please email the newsletter editor with news, ideas, opinions and calendar events for everyone to share.

Awards Presented At Chili Cookoff. Fort Riley ACA hosted guests from the Civilian Personnel Advisory Office and Staff Judge Advocate Offices for a chili cookoff on 25 February. **Beverly Lang** and **Laurel Erickson** from Contract Administration Division teamed up to provide



Southwestern décor.

The competition was fierce (and somewhat fiery) with nine entries judged. Results are as follows: First Place, **Wendell Conyers**; Second Place, **Tony Tiroch**; Third Place, **David Wild**. It was noted (by a man, of course) that all three winners are men; however, we have it on good authority that the winning entry was actually prepared by Wendell's daughter! Non-winning participants received a consolation prize -- "10 Minutes Time Off" awards and a package of tissues. Everyone enjoyed good chili and some good fellowship! Thanks to **Jean Boyd**, procurement analyst, Ft. Riley DOC, for sending us this item.

[Back to top](#)



The event was highlighted by the presentation of special awards by **COL Jay Simpson**, Fort Riley Garrison Commander. **Richard Depew** received the Superior Civilian Service Award, signed by **Ms. Sandra O. Sieber**; **Beverly Lang** received the Achievement Medal for Civilian Service, signed by **Ms.**

Joann Langston. Also receiving an award, but unavailable for presentation at that time, was **Michael Fink** who received the Commander's Award for Civilian Service, signed by Ms. Joann Langston.

Fort Lewis employees receive NIB/NISH award

Maria De L. Santiago and **Jeannie Hoffman** were awarded "The NIB/NISH Partner in Excellence Award" from the Seattle Lighthouse for the Blind for 2004. For more details of this and other awards at Fort Lewis, click [here](#).

[Back to top](#)

Also from Ft. Riley. **Ronnie Keys**, Contract Specialist, was

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

recently named ACA, Ft Riley Employee of the Quarter for 2nd Qtr, FY05. Mrs. Keys was nominated by several of her peers. She is commended for her exceptional professionalism in training the new Contract Specialists in Commercial Acquisition. Her exceptional patience and willingness to take time and answer questions and assist with problems has increased productivity and quality awards in Commercial Acquisition. She has the ability to get the job done and still maintain a courteous demeanor, even when working with the most difficult suppliers and customers. She always tries to use the most efficient method of meeting customer requirements. She is definitely a "go to" person who is reliable and dedicated to the Fort Riley and ACA mission. In recognition of this award, Mrs. Keys will receive a cash award for \$100, an 8-hour time off award, a certificate of commendation, her photograph placed in the ACA lobby, use of the employee of the quarter parking space, and a nomination for the Garrison Commander Blue Chip Award. Congratulations, Ronnie!

[Back to top](#)

Army Reserve Contracting Center (ARCC)

The Installation Newspaper recognized **Torrence Trappier**, Contract Administrator and **Rebecca Fowler**, Supervisory Contract Specialist in their weekly column of Unsung Heroes. These individuals were recognized for going above and beyond the call of duty in supporting the mobilization efforts at Fort Dix.

The ARCC Directorate of Contracting Fort McCoy

Mary Purpus and **Dawn Sharp** were recognized by the Wisconsin Division of Vocational Rehabilitation for their efforts in forming a successful relationship between Fort McCoy and the Randolph-Sheppard Act contractor performing full food service at Fort McCoy.

[Back to top](#)

Ft. Meade offers acquisition planning information.

The Fort Meade DOC office briefed the Fort Meade Command Group on recent developments in acquisition legislation/policy that may affect how contract requirements may be put together in the future. For details, click [here](#).

Fort Eustis DOC provides personal touch in supporting Americans in Iraq.

Ms. **Terry Hyatt-Amabile**, DOC Fort Eustis, organizes her second Boxes For Iraq activity for the DOC and the Northern Region Contracting Center (NRCC). Employees were invited to

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

donate items (i.e., snacks, candy, magazines, personal hygiene items, etc.) to place in boxes for the soldiers in Iraq. For more details, click [here](#).

CMR updated schedule.

There have been some shifts over the course of the past quarter. In fact, an additional CMR was added, Fort Meade (on-going at publication time). To check the schedule, click [here](#).

Air Force Environmental IDIQ Contracts Available for Northern Region Use

Looking for an easy-to-use contract vehicle for environmental compliance, analysis and other work? The Air Force ECAS contract suite may be just the ticket. Click [here](#) for all the dirt on this environmentally friendly contract.

[Back to top](#)

Fort Carson personnel receives NISH training.

The new NISH pricing system (PR-3) reflects a philosophy to mirror commercial market practices and provides more flexibility to Contracting Officers and Community Rehabilitation Programs (CRPs), aka Nonprofit Agencies. To learn more, Fort Carson personnel received training in the new PR-3. For more details, click [here](#).

[Back to top](#)

Market Research: Just a Jar of Peanut Butter.

Imagine wrapping Market Research training in peanut butter. Read how **Mary Bonnell**, Contract Specialist, ARCC Seattle Satellite Office, did just that. Just click [here](#).

CDCC employees recognized

On 8 February 2005, three employees of the Capital District Contracting Center (CDCC) were recognized for their support to the National Capital Region Integrated Air Defense System in support of Operation Noble Eagle. **CPT Rawlins** presented Mr. **Bill Campbell**, Supervisory Contract Specialist, and Ms. **Sandra Tillman**, Contract Specialist, with Certificates of Appreciation. Ms. **Denese Henson**, Purchasing Agent, was presented a Certificate of Appreciation and a Commander's Coin.

On 17 February 2005, Ms. **Karen Walker**, Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASAALT), presented a Commander's Coin to **Ellen (Buttons) Harden**. Ellen was instrumental in awarding a contract that supports the DASA (PPR) and the Army Acquisition Community.

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

West Point DOC Joins Athletic Director's Team

Being a customer service based organization should make partnering and good customer relations come naturally. Sometimes, however, there is resistance on the part of the leadership of some of our organizations to having "an outsider" trying to serve as a business advisor especially in the areas of negotiating and awarding their contracts. Click [here](#) to read how the DOC and Athletic Director at West Point team together on the recently awarded Army TV requirement.

[Back to top](#)

Mandatory Electronic Invoicing Begins

For all Contracting Offices that use DFAS Army Vendor Pay and Computerized Accounts Payment System (CAPS) for contract payments, beginning about February 1, 2005, DFAS will accept only electronic invoicing from contractors unless the contract or order meets one of a few exceptions. For more information and the exceptions, click [here](#).

ACA NR DOC Conference Follow-up.

Here is a brief summary of action/open items and their results to date. **Melinda Simmons-Healy** wants to share (FYI) with everyone. For some of these items, she has closed the loop, resolving where possible. Click [here](#) for the list.

Paperless Acquisition – The Quintessential Oxymoron.

Happy Springtime! I don't know about you, but I am SO over winter... I am ready for the warm weather of spring, even with the allergies it brings. It is my intention, by way of this column, to keep everyone up to date with the myriad of paperless initiatives and events relative to electronic business. Click [here](#) to read how we are keeping the Army at the tip of the paperless spear.

[Back to top](#)

Bringing Training to the Warfighter.

The increased pace of mobilizing and training at the National Training Center (NTC) at Fort Irwin, CA forced Fort Carson to go to extremes. They had to create their own version of NTC right on their installation. To read how they did it and how well it worked, click [here](#).

Stand Down Training Day At Dugway Proving Grounds.

DPG recently participated in a stand down training day at the West Desert Test Facility. To read more about their day of training their customers, click [here](#).

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

JWOD Preferences Pay Plenty of Dividends.

Did you know that people with disabilities have a 70% unemployment rate and represent the nation's largest unemployed pool of talented, skilled, knowledgeable, and dedicated people? Did you know the JWOD program has saved federal and state governments more than \$46 million? There is more to the JWOD program than FAR clauses and headaches. To learn more, click [here](#).

[Back to top](#)

Trivia Contest

Don't forget about our Trivia Contest. This quarter we have a different challenge. As before, a 59-minute certificate goes to the winner (subject to supervisory concurrence and workload constraints). The rules are simple – all employees of the ACA NR- headquarters staff excluded – are eligible to win. This time around, the first entry received in the editor's email inbox (joe.myersjr@us.army.mil) by May 20, 2005, noon EST with the most correct answers wins. A drawing will settle any ties. Decision of the judge, **Randy Loeb**, is final, with respect to correct responses. The drawing will be held on or about 25 May, observed by ACA NR Chief of I&E Branch or her designee, and the winner (and his/her DOC) will be notified by email and/or phone. Now, here is your challenge – if you choose to accept it: Click [here](#) to answer the challenge.

Good luck!

The winner of last issue's contest is announced [later this issue!](#)

[Back to top](#)

Welcome!

From the ACA NR headquarters staff. We have a new employee, **Bernard Franklin**, who reported to **Don Fitzgerald's** staff on 18 April 05 to fill behind Carolyn Campbell.

New faces abound throughout the Region.

The **ACA APG DOC** welcomes several new members to the contracting team, Ms. **Pat Huber**, Ms. **Yolanda Harlan**, Ms. **Amy Hamilton**, Ms. **Vera Fisher**, and **Ms. Gail Hankins**. For more on these and the soon-to-arrive team members, click [here](#).

The **Capital District Contracting Center** (CDCC) welcomed several new employees during the second quarter. They are **Ms. Dianne Fox**, **Ms. Angela O'Neal**, and **Ms. Kristi Crear**.

The **Fort A.P. Hill** Directorate of Contracting welcomed **Ms. Kendra Harley** and the **Fort Myer** Directorate of Contracting welcomed Ms. **Jacqueline Daly** and Ms. **Shareese Garner**. For more, click [here](#).

ARCC welcomes David Hess, Contract Specialist, who reported to work in the Contracting Division on 22 February 2005. David filled a position that had been vacant since September 2004.

The ARCC North Little Rock Satellite Office reports New Employee Nancy Sykes started on 21 Mar 05.

The ARCC Seattle Satellite Office reports new employee Allan Cook, Contract Specialist will report to work on 4 April 2005.

Contact Us

[Back to top](#)

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

Farewell and Best Wishes

Retirements

Aberdeen Proving Grounds. Ms. **Betty Gehr** (GS-1106) and Ms. **Janice Kaiser** (GS-1102) retired in January after many years of exceptional service to the Army in support of our Soldiers and their families. Both ladies look forward to active retirements. Their many friends and co-workers in the ACA APG DOC wish them all the best as they enter this new phase of their lives.

Dugway Proving Grounds says good bye to their Director of Contracting. **Robert (Bob) Andrus** retired 3 February after more than 30 years of service. He wanted a minimum of fanfare, so they had an office breakfast meeting and presented him with a beautiful quilt with the names of all personnel embroidered on individual squares. He headed out in his motor home—traveling to parts known and unknown! They miss him terribly but at the same time are happy he is able to travel and have time to finally see and do all the things he planned.



Betty Gehr and Janice Kaiser on the occasion of their retirement from federal service

Transfers

Notice: Links to commercial resources are for informational purposes only and are not intended to be endorsements of any product or service by the U.S. Army or the Army Contracting Agency.

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

CDCC. We bid farewell to **SGT Titia Carter** on 15 February 2005. SGT Carter's assignment to the Center was part of the Wounded Soldier Program (WSP) in the National Capital Region. The program provided an excellent opportunity for SGT Carter to learn as much as she could about the acquisition process and enabled her to gain valuable on-the-job acquisition experience. We certainly wish her the very best as she moves into new frontiers.

From the ACA NR headquarters staff. **Carolyn Cordell** and **Carolyn Campbell** left us in February 2005. Mr. **Brian Foulkes**, Fort Carson DOC, has accepted a position as Deputy Commander USACCE, in Germany and will depart on 22 May 05.

[Back to top](#)

Remember...

Please remember our colleagues who are overseas.

During this time of military actions around the world, remember our fellow military and civilian contracting and contingency contracting people- from all of the military services and civilian agencies- currently serving in Afghanistan, Iraq, and other overseas locations. **Tom Kennedy** from West Point who recently returned from duty with Task Force Bravo in Honduras. Especially remember **Leisa Belcher** from NRCC who is still serving in Iraq, **MAJ Rusty Dooley** who left Ft. Drum for Iraq last January, **Doug Packard**, ACA NR, who is heading over to Iraq in April and **LTC Daniel Perotta**, ARCC who is leaving for Iraq in May.

[Back to top](#)

Happenings

ACA NR staff attend Labor Relations seminar. Nine of the ACA NR staff members attended Labor Relations for Executives in Newport News 16 – 18 March 05 as guests of IMA/NERO. The course had many notable speakers that shared very informative and interesting information. They included Mr **David Helmer**, DA, Mr. **Mike McClure**, DoD, Mr **Seth Shulman**, US Army Corps of Engineers, Judge **Michael Rudisill**, MSPB, Philadelphia Region, Ms **Seema Salter**, IMA EEO that shared very informative and interesting speeches.

[Back to top](#)

The ARCC North Little Rock Satellite Office reports Jeanne

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

James attended the U.S. Small Business Administration Annual 8(a) meeting on 23 Mar 05. There were approximately 40 8(a) firms in attendance.

[Back to top](#)

The ARCC Directorate of Contracting Fort McCoy reports **Claudia Derringer and Bernadette Honish** attended LEAD Train the Trainer course sponsored by the Command & General Staff College in Kansas City, MO. The skills they attained will afford them future opportunities to train LEAD courses to be held at Fort McCoy.

Mary Purpus attended the Overhead Management of Defense Contracts Course from 28 Mar – 8 Apr 05 at DAU, Huntsville, AL.

Sandy Baker and **Rose Zwiefel** attended training for Defense Travel Administrators on the Defense Travel System during the week of 14 March 2005.

The ARCC Directorate of Contracting Fort McCoy provided training to a newly hired contract specialist from Camp Parks, **Vincent Chua**. The training consisted of Government Purchase Card Program, the Small Business Program, one-on-one training with a contract specialist on contract award in PD2. Mr. Chua also attended a small business workshop at Volk Field during this period.

The ARCC Fort Totten Satellite Office reports **Luis Mojica**, Purchasing Agent, completed CON 204, Intermediate Cost and Pricing at Fort Monmouth, NJ on 25 Feb. Luis Mojica will be taking CON 232, Overhead Management of Defense Contracts at Fort Monmouth from 21 March to 1 April.

[Back to top](#)

The ARCC Seattle Satellite Office reports that **Wayne Hallburg**, S, Contract Administrator attended Fiscal Law class the week of 7 February 2005. **Mary Bonnell**, Contract Specialist attended a Project Management workshop the week of 7 February 2005.

The ARCC North Little Rock Satellite Office reports that **Jennifer Winkler** completed CON 101, Mission Strategy Execution 9 Mar 05. **Sharon Fegley** attended CON 244, Construction Contracting the week of 28 Mar 05. **Reta White** attended CON 232, Overhead Management the week of 28 Mar 05.

[Back to top](#)

CDCC Sponsors Information Technology Fairs

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

The Capital District Contracting Center sponsored two (2) technology expositions during the first quarter of FY05. These expos were open to the public and featured exhibitors including Veteran Owned and Service Disabled Veteran Owned Businesses, and small businesses including Native American Owned, HUBZone, 8(a), Women-Owned, Small and Disadvantaged businesses. National Conference Services, Inc. and GovConectx Foundation hosted the events.

CDCC Employee Celebrates 30 Years Of Federal Service.

Ms. **Nancy Lacaria**, Contract Specialist for the Capital District Contracting Center (CDCC) celebrated 30 years of federal service on 20 March 2005. Ms. Lacaria began her contracting career as a Procurement Clerk for the U.S. Army Mobility Equipment Research and Development Command in March 1975. She advanced to a Purchasing Agent position in February 1984 and was promoted to a Contract Specialist position with the Fort Belvoir Directorate of Contracting in August 1989.

[*Back to top*](#)

CDCC PROMOTES TRAINING OPPORTUNITIES: Members of the Capital District Contracting Center and Directorates of Contracting participated in several training classes during the first quarter of FY05. On 26 January 2005 a representative from the General Services Administration (GSA) provided an update on the services available to the acquisition community. The Army Contracting Agency sponsored a Customer Service Excellence Workshop in February and Mr. **Ken Wells**, Procurement Analyst for the Capital District Contracting Center, taught a Cost and Price Analysis Course on 28-29 March 2005. All training provided continuous learning points to those attending.

And the winner is...

Our trivia contest drew many entries this time. ...And the winner is (drum roll, please)... **Eleanor Lincoln** from the United States Military Academy! Congratulations, Eleanor.

In case you have forgotten, the question was, "What is the formal name of the current fiscal year defense authorization?" The correct response is Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. Thanks for playing along and best of luck to you all next time.

[*Back to top*](#)

Contact Us

ACA NR Home page

www.aca-nrhq.army.mil

Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

Life in the Trenches

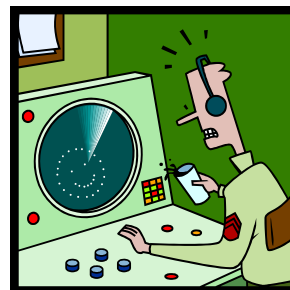
The DOC at Aberdeen Proving Ground, Bryan Samson shares a view of contracting, like many of us, as “being in the trenches”. In truth, what we experience is neither defensive nor in any way a semblance of trench warfare during World War One. While the phrase may have some valid connection to being on the front lines and facing an overwhelming force, the DOC's and Centers have proven to be effective combat multipliers. To find out more about life “in the field”, click [here](#).

[Back to top](#)

On the regulatory radar

Small Business Price Evaluation Adjustment temporarily suspended.

The Director of Defense Procurement and Acquisition Policy has suspended the use of the price evaluation adjustment for small disadvantaged businesses (SDBs) in DoD procurements, as required by 10 U.S.C. 2323(e)(3). For more, click [here](#).



FAR Reissue now available. The 2005 Federal Acquisition Regulation (FAR) Reissue became available for downloading and use on March 18, 2005, at <http://www.acqnet.gov/far>. For more, click [here](#).

Army provides draft policy and procedures for “Proper Use of Non-DoD Contracts.” The draft Army policy makes the requiring activity primarily responsible for the certification, review, approval and data collection of their acquisition request. For more information, click [here](#).

[Back to top](#)

From our Customers

Implementing Good Business Practices in the Acquisition of Services

The problems of widespread deficiencies in the area of service contract management and administration have been documented in press releases and Government Accountability Office (GAO) reports. In partnership, ACA and TRADOC are taking action to establish an oversight process for service acquisitions that will address these concerns. To read more

about how these two business partners are buying services with better oversight, click [here](#).

[Back to top](#)

The 55th Presidential Inauguration



The pomp and pageantry of the 2005 Presidential Inauguration

would not have been as impressive without the soldiers, airmen, marines, sailors, coast guardsmen and civilians who took part- performing, marching, and guarding. Behind the scenes, there were hundreds of others who planned, coordinated, and controlled this highly-celebrated national event, honoring the Commander-In-Chief. Click [here](#) for more about the role of ACA NR in planning and executing this event to honor our Commander-In-Chief.

[Back to top](#)

Purchase Card Corner

Fort Drum New Pilot Site for Electronic Contract Payments

Fort Drum Directorate of Contracting (DOC) has been nominated by Department of Defense as a pilot site for implementation of C.A.R.E. ACCESS ON-LINE (AXOL). This test project could result in streamlined payments and elimination of interest and great increases in rebates to the government. To read more about this fascinating test, click [here](#).



The ARCC Seattle Satellite Office reports that they provided on-site GPC Training and set up new approving officials and cardholders for the 104th due to deployed personnel in their G8 and G4 organizations. They also provided GPC Training for approving officials and cardholders for changes in the 70th RRC command staff sections.

The ARCC Wichita Satellite Office reports that they conducted GPC Training in Wichita, KS on 23 Feb 05 and 2 Mar 05.

ARCC Procurement Analyst Ray Blauvelt provided credit card training to 45+ cardholders and approving officials at two

California locations in support of the 63RD RRC GPC Program and to approximately 25 cardholders and approving officials at the Human Resources Command (HRC) in St. Louis, Mo.

[Back to top](#)

Strategic Planning

A culture of continuous process improvements.

The ACA NR Strategic Plan was recently issued in draft form for comment and review by our Center directors, DOC's and ACA NR division managers. As we begin to move down the path we have defined through our four goals and their objectives, we will monitor and report our progress. Click [here](#) for some recently reported initiatives for improving our processes.

[Back to top](#)

Legal Briefs

Roger Neds

Chief, General Counsel, ACA NRHQ

Making A Cost Technical Trade Off Decision In A Sealed Bid Procurement.

I recently reviewed a protest to an acquisition where one of our Contracting Officers used the sealed bidding process in an innovative way. This procurement used options within the Invitation For Bids (IFB) as a mechanism for the customer to decide after bid opening on what work would proceed. Click [here](#) for more about this innovative contracting method.

[Back to top](#)

A Closer look

Transforming the Acquisition Workforce

The annual Acquisition Support Center (ASC) Conference was held during the week of 28 February 2005. The theme of the Conference was Change Leadership and Transformation. ACA NR Deputy Director, Doug Packard was there and brings insight into how the transformation will affect each one of us. To read the entire article, click [here](#)

[Back to top](#)

News You Can Use...

New tool for researching policy issues.

We have heard about the DFARS Transformation project, haven't we? Perhaps the most visible and useful tool to come from this is the DFARS PGI webpage. This tool gives the acquisition community easy access to the policy and regulations related to the FAR and DFARS *plus* non-regulatory DoD information- all on one web site. To read more about this new tool for our professional toolkits, click [here](#).

OMB picks acquisition advisors.

Office of Management and Budget officials created a services acquisition advisory panel to help provide guidance regarding various aspects of government contracting. The creation of the 14-member panel was authorized by the Services Acquisition Reform Act, which passed in 2003. To read more, click [here](#).

[*Back to top*](#)

On the Money

Barbara Harmon

ACA NR Chief, Resource Support Office

Just to let you know we have had some changes in personnel and this has required a realignment of assignments. Click [here](#) to see the current structure. Please call me or your analyst if you have any questions.

Please join me in wishing **Carolyn Cordell** well as she is takes a promotion with TRADOC SATFA. Please join me in welcoming **Carmen Matos** who is assuming the position vacated by **Nick Fuller**.

2005 Privately Owned Vehicle (POV) Mileage Reimbursement Rates.

GSA has increased the mileage reimbursement rates for federal employees who use privately owned vehicles while on official travel. The rates for the use of Privately Owned automobile is 40.5 cents per mile (if no Government Owned Vehicle available).

Thanks to the GSA Travel [website](#).

[*Back to top*](#)

Travel much?

If you make single day trips that include travel arrangements-air, car rental, etc., you may have been over paid. Click [here](#) for the details.

[Back to top](#)

Career Program and You

Army Acquisition Tuition Assistance Program (ATAP) Spring 2005 Announcement.

The U.S. Army Acquisition Support Center (ASC) announces the release of the new Army Acquisition Professional Development System (AAPDS) online application system. For information on money for college, click [here](#).

Become a multitasker with a secondary certification.

If you plan on making the government a career and want to present an impressive resume then you are encouraged to demonstrate multi-functional skills. Also, the Army may look at multi-certification when it competitively selects individuals for development opportunities, such as ATAP, Darden, etc. You, too, can have a secondary certification. Simply click [here](#).

[Back to top](#)

Work Force Members Pursue Education and Leadership Goals

Click [here](#) to see those work force members who are currently enrolled or just enrolling in degree-seeking programs as well as those just completed or enrolled in leadership courses. We give our heart felt congratulations to those who have just graduated or who will soon receive their degrees.

Also, congratulations to all who are seeking leadership skills. While improving your chances for career advancement, you are giving the government the benefit of your advanced knowledge and upgraded skills. We encourage each of you to keep up the good work. To see who is getting ready to move forward in their careers, click [here](#).

[Back to top](#)

DAU Tidbits

A new DAU travel order module will be integrated with AITAS . It is projected to be implemented mid Apr 2005 and will replace the separate website that is currently being used.

For your information (FYI). The FY 06 DAU schedule will be released on 2 May 2005.

[Back to top](#)

DOD Executive Leadership Development Program (DELDP) Applications taken.

Applications were recently accepted for the DELDP Program. For more information click [here](#).

[Back to top](#)

Newsletter Article Submission

The new newsletter editor needs your help. He can write stories about the goings on around the region all day long. However, it is your input that makes the stories true. Click [here](#) for assistance in writing that article that you have been asked to send in. While not fool-proof, this can be that helping hand you may need.

[Back to top](#)

Director's Corner

Joann Langston, SES

Director, Northern Region, Army Contracting Agency

The Army Contracting Agency- Northern Region is:

- *The Army's premier installation and mission contracting team leading the way in efficient and effective contracting.*
- *Customer-driven and organized to train, equip, and project the Warfighter wherever needed to win the War on Terror.*

ACA NR DRAFT Strategic Plan is out for Comment

Our purpose in drafting the ACA NR Strategic Plan is to ensure that we provide both the Army of today and tomorrow with the garrison and mission contracting support to be persuasive in peace and invincible in war. We will be successful when we focus our efforts in four critical areas:

Mission- and customer- driven

Our emphasis on customer service gives us a tactical advantage of being able to react quickly and proactively to their changing mission needs. We are altering our current customer focus to that of a customer-driven organization, finding business solutions for our customers, increasing their value to their organization. ***This means a shift in perception from just being a contracting store, doing procurement work for whomever comes in, to a business services office offering customers increases in effectiveness, operational readiness, or however they are measured.*** Eventually, it means even helping our customers measure those increases, too.

Optimized Workforce

Recognizing that one thing remains constant- change- means planning for success, regardless of mission. Our customers drive the processes we use to procure what makes the Army run. We make certain that we have the people in place to do that efficiently. However, even the best intentioned procedures, facing a constantly evolving mission, need attention. A disciplined workforce planning process will assure our continued mission success.

Better processes for better contracting

An effective and efficient procurement process is free from wasted time and resources and has a greater chance of predictable success. Consistent, repeatable outcomes are possible with a continuous process improvement plan. Once in place, monitoring and adjusting all processes will lead to lower procurement costs, decreased lead times and raving fans for customers.

Agile and Dynamic Professionals

Above all, our number one resource is our people. At ACA NR, we remain committed to ensuring their well-being and professional development. This includes creating opportunities to develop leaders within our ranks. Without them, the best technology and best thought-out policies in the world are all mere words.

Our end state

- Mission and installation customers view us as equal business partners, critical to their overall mission success.
- Proactive leadership evolves efficient and logical processes and procedures now and into the future.
- A balanced and productive workforce that has the right people where they add value to the customer.

Strategic Goals and Objectives

In order to reach this end state, we will focus our resources and efforts to achieving these goals and objectives of our Strategic Plan:

- Goal 1. In our customer-driven organization, make customer service the responsibility of every single person in the region.
Objective 1.0: Leverage our customer-driven organization to react quickly and dynamically to each customer and their changing missions.
- Goal 2. Optimize our workforce capacity to address current and future human capital requirements.
Objective 2.0: Organize our efficient and proactive mission and installation contracting core competencies into a balanced workforce supporting Army transformation and sustainment efforts.
- Goal 3. Establish a continuous process improvement program.
Objective 3.0: Cultivate a corporate culture that embraces continuous process improvement throughout the procurement cycle, to include the principles of Lean Six Sigma.
- Goal 4. Cultivate an innovative and vibrant workforce with highly developed leaders.
Objective 4.0: Supporting our experienced and dedicated workforce while building leaders will create better personnel relations for the future.

How they were developed

These goals and objectives were developed through the dedicated support of our Center Directors and DOC's as well as our ACA NR leadership. Through surveys and interviews, our strengths, weaknesses, opportunities and threats (SWOT) were identified and evaluated. Analyzing the responses identified what we had the most control. From these came our strategic goals and their objectives. Actions and performance measures were then added to create an action plan.

Following the steps of the action plan- including reevaluation at periodic intervals- will move us forward into our future. The Center Directors and DOC's have had a chance to see and comment on our Strategic Plan and we are still evaluating the comments.

[Return to Newsletter](#)



It is my great pleasure to announce the FY2004 Army Contracting Agency Award winners who were selected from 78 distinguished award narratives submitted by our regional PARC's and ACA Commanders. The individual soldiers and Department of the Army Civilian employees distinguished themselves throughout FY2004 in a variety of assignments within our organization. I am proud of their accomplishments and look forward to congratulating each of these outstanding employees at our Orlando conference in April 2005.

Sandra O. Sieber

Director, Army Contracting Agency

MAJ Roderick Sanchez, Northern Region

*Outstanding Contingency Contracting
Officer/MIL*

Ft. Campbell DOC, Southern Region
ACA Excellence in Acquisition Leadership

MAJ Robert Shelton, Northern Region

*Outstanding Contingency Contracting
Officer/MIL*

Sarah Corley, Southern Region
Individual ACA Acquisition Leadership

Rodney P. Prickett, Southern Region
*Outstanding Contingency Contracting
Officer/CIV*

Patrick Hogston, Northern Region
ACA Innovation Award

MSG David White, Southern Region
*Outstanding Contingency Contracting
Officer/NCO*

Daquanna Snider, Northern Region
ACA Innovation Award

Mary Purpus, Northern Region
Outstanding Contracting Specialist/CIV

Dana Jenkins, Southern Region
ACA Excellence in Business

Torrence Trappier, Northern Region
Outstanding Contracting Specialist/CIV

Nancy Brown, Southern Region
ACA JWOD Act Award

Leslie Carroll, Southern Region
Outstanding Director of Contracting

Nancy Hilliard, Southern Region
ACA Innovation Award

SFC Walter Epps, Southern Region
Outstanding Mission Contribution

Carol Lowman, Southern Region
*Dr. James H. Edgar Award for Professional
Growth*

Ho-Chun Song, Contracting Command Korea
Outstanding Mission Contribution

Toni Gaines, Southern Region
Lifetime Achievement Award

USACC-SWA, Contracting Command-SWA
Outstanding Mission Contribution (Team)

[Return to Newsletter](#)

Welcome

ACA APG DOC

The ACA APG DOC welcomes several new members to the contracting team:

Ms. **Pat Huber** joins the ACA as the APG SADB, replacing **Bonnie Maliszewski** who retired in December. Pat comes to us from the Corps of Engineers, Baltimore District, and brings with her a wealth of small business experience and knowledge.

Ms. **Yolanda Harlan** came on board in December as a Contracts Specialist in the Technology Branch. Ms. Harlan comes to us from the US Army Medical Command, Fort Sam Houston, Texas.

Ms. **Amy Hamilton** joins the ACA APG DOC as a Purchasing Agent in the Services Branch. Amy previously served with the 22nd Chemical Bn, Technical Escort Unit, located at APG.

Ms. **Vera Fisher**, a former Purchasing Agent, comes on board as a GS-1105 in the Technology Branch from the Garrison Directorate of Industrial Operations.

Ms. **Gail Hankins** reported in March as a Purchasing Agent with duties supporting the ACA APG Government Purchase Card Program. Ms. Hankins is very familiar with the ACA APG DOC, coming to us from our mission-contracting counterpart, the RDECOM Acquisition Center.

The DOC looks forward to the arrivals of several more new employees during the month of April. Ms. **Melissa Kerns** (GS-1102) will lead the US Army Environmental Center Contracting Support Team, **Dale Reavis** (GS-1102) will support installation and tenant requirements in the Facilities Branch, **Tammie Simms** (GS-0344) will join the Business Management Division working property, budget, training, and audit actions, and **Linda Askren** (GS-1105) fills a critical position in the Facilities Branch.

The ACA APG DOC is still seeking to fill six (6) GS-1102-12 vacancies. If you know of any 1102s looking for a rewarding and challenging contracting career in the Upper Chesapeake Bay area, please have them give us a call!

Capital District Contracting Center (CDCC)

The Capital District Contracting Center (CDCC) welcomed several new employees during the second quarter. **Ms. Dianne Fox**, Contract Specialist, and **Ms. Angela O'Neal**, Procurement Analyst, both reported for duty on 24 January 2005. Ms. Fox is responsible for providing contracting support to one of the Center's largest customers, Arlington National Cemetery (ANC). Ms. O'Neal is serving as the Level 4 APC for the Government Purchase Card.

Ms. Kristi Crear, Government Contractor, reported for duty on 22 March 2005. Ms. Crear is serving as a Senior Administrative Specialist in the Office of the Director.

The Fort A.P. Hill Directorate of Contracting welcomed **Ms. Kendra Harley**, Purchasing Agent, on 20 March 2005.

The Fort Myer Directorate of Contracting welcomed two Contract Specialists. Ms. **Jacqueline Daly** on 20 February 2005 and Ms. **Shareese Garner** on 6 March 2005.

[Return to Newsletter](#)

Trivia Contest

Here is a collage of ACA NR headquarters staff. How many of them can you identify? Send your submission, with picture reference number and staff member's name by the cutoff date and time. The winner will be that submission (received in a timely manner, of course) with the most correct answers. Ties will be broken with a drawing.



Good luck!!!

[Return to Newsletter](#)

On the Regulatory Radar

Small Business Price Evaluation Adjustment temporarily suspended.

The Director of Defense Procurement and Acquisition Policy has suspended the use of the price evaluation adjustment for small disadvantaged businesses (SDBs) in DoD procurements, as required by 10 U.S.C. 2323(e)(3), because DoD exceeded its 5 percent goal for contract awards to SDBs in fiscal year 2004. The suspension will be in effect for 1 year and will be reevaluated based on the level of DoD contract awards to SDBs achieved in fiscal year 2005.

Effective Date: February 24, 2005. Federal Register, February 4, 2005 (Volume 70, Number 23)] [Page 5969]. DPAP deviation 2005-00001 Suspension of the Price Evaluation Adjustment for SDB

[Return to Newsletter](#)

FAR Reissue now available.

The 2005 Federal Acquisition Regulation (FAR) Reissue became available for downloading and use on March 18, 2005, at <http://www.acqnet.gov/far>. Periodically, the FAR is reissued because of administrative necessity, i.e., headers and change bars are removed. A FAR reissue does not revise the FAR language; however, the flow of the context changes. Therefore, users are required to refer to this latest version (current through FAC 2001-27). The notice published in the Federal Register on March 10, 2005 may be viewed at <http://www.arnet.gov/far/ProposedRules/proposed.htm>. Users may download the reissue, from the website at: <http://www.acqnet.gov/far>

[Return to Newsletter](#)

Army provides draft policy and procedures for “Proper Use of Non-DoD Contracts.”

The draft Army policy makes the requiring activity primarily responsible for the certification, review, approval and data collection of their acquisition request. The role of the contracting officer is basically to advise and assist the requiring activity. The draft should be signed early April 2005. ACA NR is currently working on developing forms and/or templates to assist you in preparing the required documentation. Upon completion, we will send these documents use across ACA NR.

Related to this draft policy is the 29 October 2004 [memorandum](#) signed by Robert J. Henke, Principal Deputy Under Secretary of Defense (Comptroller) and Michael W. Wynn, Acting Under Secretary of Defense (Acquisition, Technology, and Logistics) directs Defense Agencies to establish procedures for reviewing and approving the use of non-DoD contract vehicles when procuring supplies and services on or after January 1, 2005, for amounts greater than the SAT.

Also provided for your information is a [memorandum](#) from GSA to all GSA Contracting Activities providing policy for accepting procurement request from Requiring Agencies. It is reported that GSA is starting to refuse a procurement request if the DoD unique requirements are not sent with the procurement request. All DoD and unique Army clause requirements are to be sent to the non-DoD Agency doing the procurement for the requiring activity.

Action: Based on guidance from ASA(ALT) you are to “implement this policy as the actions arise and guide your requiring activities to use this draft also.”

References:

Proper Use of Non DoD Contracts, USD (AL&T):

http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/SignedMemo_R2-pYJ_0Z5RDZ-i34K-pR.pdf

Purchases on behalf of other Agencies, GSA:

http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/PurchasesBehalfofOtherAgencies_R2-uX42_0Z5RDZ-i34K-pR.pdf

[Return to Newsletter](#)

A culture of continuous process improvements

The ACA NR Strategic Plan was recently issued in draft form for comment and review by our Center directors, DOC's and ACA NR division managers. As we begin to move down the path we have defined through our four goals and their objectives, we will monitor and report our progress. Here are some recently reported initiatives for improving our processes.

"Draft Objective 3.0... Cultivate a corporate culture that embraces continuous process improvement throughout the procurement cycle..."

The ink on our draft ACA NR Strategic Plan is still wet and we can share how some Centers and DOC's are improving how they do their business.

Aberdeen Proving Ground

Warrants

Problem: Many DOCs restrict warrants to 1102 contracting officers. The standard work process model would have a requirement assigned by a supervisor to an employee (via PD2), worked by the employee in stages, and then rerouted back up the review chain for review and approval by a KO. Too many people touching a single action too many times.

Solution. The ACA APG DOC requests warrants for all 1105 and 1102 personnel upon satisfactory completion of DAWIA and in-house training and receipt of certification.

The intent of certification is to provide the tools required to perform procurement duties at various levels of complexity. Certification signifies ability to successfully perform at specific levels.

Our PD2 procurement system provides an electronic means of routing actions for review, work, and approval.

I take a risk-based approach. If you are certified and experienced, you get a warrant. You do not route work back and forth. You do the action and make the award. Supervisors and support staff conduct risk based sampling reviews of contract/order files to insure compliance with all regulations and procedures. This provides the check and balance our business requires.

Lesson learned: Increase warrants, empower personnel, eliminate unnecessary reviews, keep the momentum moving forward (vice back and forth several times), spot check. Include 1105s who hold warrants up to \$100K. We average over 7000 actions per year with around 25 buying personnel. We could not do so if each requirement had to bounce back and forth the PD2 pipeline a number of times.

[Return to Newsletter](#)

Position Descriptions and Organizational Alignment

Problem: Most of us operate under legacy organizational structures and personnel system org structures that align employees under various branches. In addition, many employees are working under very outdated position descriptions (PDs) that reference duties to specific types of buying (services, technology, construction). As a DOC tries to meet workload surges or respond to changes in the nature of the mission, employee Requests for Personnel Actions (RPAs) are supposed to be submitted thru the CPACs to change their PDs and/or show them being assigned to a different branch. This takes weeks to accomplish.

Solution. In order to expedite my ability to match people to work and mobilize resources to where they are needed, I made two changes (roughly 85% complete at this point):

- (1) I rewrote PDs and created generic PDs for each series and grade. Rather than have 5 or 6 GS-1102-12 PDs, one for each type of acquisition class, I now have a single generic PD that states the specialist may procure a list of possible commodities and services, and
- (2) I eliminated the personnel system's assignment of employees to a specific branch. Buying series personnel are now all assigned to the "Contracting Division", one level up from the commodity-specific branches.

As a result of (1) and (2), above, I can move people across branches as required on a temporary or long-term basis and recruit new personnel for a position in the contracting division, then assign them to the specific branch with the most pressing need, without generating RPAs. Working within the personnel system allows the DOC to be more responsive to customer requirements and to align people to the work.

[Return to Newsletter](#)

Use the IRAC

Problem: Review and oversight of the Government Purchase Card (GPC) program management is unwieldy.

Solution: We have adopted a risk-based review and inspection methodology that involves electronic purchase record reviews for low dollar, low-risk cardholders and in-person, detailed reviews and inspections for high-dollar, high-risk organizations. For the large GPC program organizations (typically those with high dollar volume, high transaction volumes, card limits exceeding \$2500, changes in billing officials), we request the garrison Internal Review and Audit Compliance office (IRAC) office perform a thorough on-site program review and provide them with specific review objectives.

The garrison Internal Review and Audit Compliance office (IRAC) is a great resource to augment the DOC's inspection and oversight capabilities. APG has 1.5 FTEs managing a GPC program of over 600 cardholders with 52,000 annual transactions valued in excess of \$50M.

The IRAC has identified a number of common GPC program deficiencies across organizations that the DOC has then included in GPC training materials and in e-mailed cardholder alert messages. The IRAC has also uncovered at least two cases of potential fraud and CID is investigating. There is no way a 1.5 FTE staff can adequately monitor the actions of all card holders and billing officials. Utilizing other available resources, such as the IRAC, has improved program efficiency, safeguarded the Army's interests, and strengthened the ACA's conduct of the GPC program. It is worth noting that there is no staffing model for the ACA's conduct of its GPC duties. DOCs take resources out of hide.

Procurement Templates

Problem: A new customer has dramatically increased workload.

Solution: We are now working models for IDIQs and a stand-alone contract vehicle that can be replicated as necessary. The goal is to have templates that any GS-1102 can follow that will quickly, legally, and effectively meet the customer's needs.

Our new charge to assume environmental contracting support led us to commence in-depth advance acquisition planning meetings with the customer. We attempted to take a five-year view and categorize all potential requirements. We were able to conclude that there would be a need for recurring nationwide support under some form of master contracts and the need for stand-alone, site-specific contracts.

This long-term advanced acquisition planning is translated into work product classifications (stand-alone contracts, master contracts) that can best meet the customer's collective needs, and then preparing and testing models that can be reproduced easily.

This approach not only saves significant time for the customers, but it accommodates the reality of the bow-wave of retirements that is facing the ACA. As experienced contract specialists retire, it becomes increasingly difficult to train new GS-1102s and challenging to meet the customer's needs in a timely manner. Anticipating recurring requirements and using the expertise of our senior personnel today, to help craft contract templates we can use in the future, is both a safeguard and smart business.

[Return to Newsletter](#)

Army Reserve Contracting Center (ARCC)

Short fuse lodging and meal requirements

Problem: Short fuse lodging and meal requirements for soldiers arriving at the Minneapolis SRP prior to deployment.

Solution: **Jim McDavitt**, Supervisory Contract Administrator, ARCC Minneapolis Satellite Office, partnered with the Bloomington Convention and Visitors Bureau to compete short fuse lodging and meal requirements for soldiers arriving at the Minneapolis SRP prior to deployment. He was able to achieve a per diem rate half of the standard per diem. This innovative approach continues into FY05.

Results: In FY03 Mr. McDavitt saved over \$1.4M in SRP lodging costs for his command which continues into FY05. He won the FY03 Secretary of the Army Award, Civilian Contracting Officer, Installation Satellite, for his innovations in support of the 88th RRC.

Housing mobilized soldiers

Problem: Mobilized soldiers were lodged at local commercial hotels at a cost of \$5300 per month, per soldier.

Solution: On 31 January 2005, Doug Pader, Supervisory Contract Administrator, ARCC Fort Totten, Queens, NY, Satellite Office, and his acquisition team awarded a contract for housing to GMH Military Housing.

Results: The cost under this contract \$1,614 per soldier, per month. The savings realized is \$3,686 per month, per soldier, or a total of \$422,320 over the one-year performance period.

Regionalize contracting

Problem: The US Army Reserve (USAR) was supported by over thirty Army Contracting Offices.

Solution: The Fort Dix DOC took the initiative to regionalize all USAR contracting under one office. Under the Fort Dix initiative, dedicated contracting satellite offices and dedicated Contracting Officers were established at each Regional Readiness Command (RRC). The dedicated Contracting Officers proved beneficial in a number of ways by reducing offloading fees, interfacing with customers, and improving customer service. When the ACA was established, Fort Dix had already implemented regionalization and was established as a center.

Results: Customer satisfaction was greatly improved while at the same time, the USAR benefited from a savings in civilian pay dollars which resulted in no longer paying the installations for their contracting support. The estimated annual savings is over \$2M annually. The bottom line is that the Army Reserve Contracting Center (ARCC) saves the USAR more than the salaries of all ARCC employees.

[Return to Newsletter](#)

Offloading

Problem: The 99th RRC was off-loading a substantial percentage of its work, particularly construction work, to the Department of Treasury, the COE, the Navy, and other similar organizations and paid in excess of \$200K in off-loading fees in FY03.

Solution: Create partnerships with the Small Business Administration offices in an effort to identify a pool of 8(a) contractors with proven records of performance, dependability, and cost reasonableness.

Mary Pat Shanahan, Supervisory Contract Administrator, ARCC Coraopolis Satellite Office, had a challenge weaning her engineers from a process that was easy and customary to them. Ms. Shanahan identified eleven solid 8(a) firms as having the capability of performing effectively throughout the 99th RRC's five state region. Ms. Shanahan then facilitated a series of meetings between the 8(a) firms and her facility engineers and facility managers. These meetings, which were designed as non-threatening/share-a-cup-of-coffee environments, enabled the contractors to share their capabilities, performance records, and standard business practices with potential clients, and allowed the 99th RRC personnel to "eye-ball" and assess a new source for meeting their requirements.

Results: The results of this planning and partnership with SBA have been impressive. Ms. Shanahan achieved a "two-for-one": she not only stopped engineering off-loading, but she also increased, substantially, business to small disadvantaged enterprises within her region of responsibility.

Replacing of Garrison Support Units

Problem: Since 9/11, Fort Dix has mobilized more soldiers, over 60,000, than any other Power Projection Platform in the Army. To support this mission, the 1079th Garrison Support, as well as various other Combat Service and Support units, was mobilized to support this mission the first two years following 9/11. Unfortunately, as time progressed these units were or are in the process of demobilization and the Installation was informed that there would be no replacement or follow-on units with instructions to replace these with temporary/term civilians or contractors. Complicating this was that little time was given to transition from a soldier support to civilian/contractor staff. IMA stated

they would eventually have a master contract to handle these requirements however in the interim each Installation contracting office had to formulate a "Gap" interim solution. Complicating this situation was the fact that this Installation had no organic Active military that could assist in executing this mission. Further, since the Installation staff was pre-occupied with executing the mobilization mission, little time was available to spend on formulating the solution to transition to the new mobilization support structure.

Solution: The Fort Dix DOC stepped to the plate and directed the effort to contract a mobilization support structure. We used an Alaskan Native, 8(a) company along with the Alpha contracting process to capture the requirements, work statements and eventually the contract. This joint effort of the Installation staff, contractor and DOC was a team effort.

Results: A \$57M base, plus option contract, which virtually solved the Installation's staffing shortfalls. Due to the partnership of the Installation and the contractor, "boots on the ground" was expedited with the contractor able to recruit an employee base while the contract was being formulated and awarded. This resulted in 180 contractor "boots on the ground" within weeks with some a matter of hours of award with an additional 200 plus contractors being projected over the first and second quarter of FY 05 as the remaining soldiers/units demobilized.

[Return to Newsletter](#)

Capital District Contracting Center (CDCC)

Source Selection Plan Streamlining

Problem: Source Selection Plans were too difficult/time consuming to prepare.

Solution: Developed a standardized Source Selection Plan (SSP) that can be used by all contract specialists. Two versions were developed: one for Low Price Technically Acceptable and one for Best Value.

Result: The use of this plan shortens the time required to prepare an SSP as it requires only the unique characteristics to be added such as description, board members and evaluation criteria.

Customer training

Problem: Customers are unfamiliar with contracting and the contracting process.

Solution: Provide training to major customers on their role in the contracting process in order to facilitate contract award. A training package has been developed and is provided at the training.

Results: We have found that with the training, the requirements received are improving, which results in a smoother and shorter award period.

[Return to Newsletter](#)

Dugway Proving Ground

Repetitive requirements

Problem: Every year the Contracting Office receives requirements for repetitive services (e.g., maintenance and repair, test support, etc.).

Solution: For at least the past six (6) months, the pre-award team has been actively identifying service requirements that could be potential candidates for conversion from individual orders to long-term multiple year type contracts. We work with the end-users to structure a contract that will meet their needs while better utilizing our resources.

Expected results: Though this has required some increased work on the front-end of the requirement, substantial benefits are to be gained in the long-term. Some of the long-term benefits

include: (1) minimization of pre-award activities and efficient use of contracting personnel; (2) reducing the risk to the mission; and (3) stable relationships with responsible contractors.

Fort Drum

Automated GPC Payments

Problem: Manual vendor payment process, using GPC, results in lost rebates and increased payment times.

Solution: Pursuing an initiative (Drum DOC is test bed for this action) to Electronic Document Interface (EDI)-enable our Payment Card to allow the payment process to be completely automated under CARE.

Results: If the initiative is ultimately approved by US Bank and DFAS, reduced file-turn-time will result in increased rebates for all payments (\$\$\$ millions) made against existing contracts.

Fort Lewis

Solution: Establishing Master Agreements with Small Business for Supplies. Delegated a limited number of Credit Card holders authority up to \$25K.

Solution: At the end of the year, we open and close individuals' Credit Cards up to \$10k during August and September.

Civilians of the Battlefield

Problem: Multiple requirements for Civilians On the Battlefield (COB) training during any given year.

Solution: Developed a Civilians On the Battlefield (COB) requirements contracts to support multiple training requirements throughout the year.

[Return to Newsletter](#)

Northern Region Contracting Center (NRCC)

Regional Initiatives

Problem: Many installations within commuting distance have similar contracts for common services.

Solution: The NRCC Fort Eustis is an active board member on the Tidewater Regional Public Works Team (TPWT), which is comprised of the Directorate of Public Works (DPW) for Fort Eustis/Monroe/Story/Lee, the Commander of the Norfolk Office of the Army Corps of Engineers, the Deputy Base Civil Engineer at Langley Air Force Base and Deputy Base Civil Engineer at the Norfolk Naval Base. By being part of the TPWT, regional public works issues, regional initiatives and acquisition strategies are discussed and identified. Future regional initiatives identified were relocatable buildings, tree-trimming services, fencing services, paving services, roof-truss testing services, mold remediation services, lead paint and asbestos testing support services, and environmental assessment services.

Results: This proactive approach has resulted in several regional contracts being awarded to include a \$200M 10-year Job Order Contract (JOC), five Basic Ordering Agreements (BOA's) for minor construction totaling \$15M for 5 years, \$3M 5-year contract for carpet service support services and \$3.5M 5-year roofing contract.

Several of these contracts utilize 8(a) firms, women-owned businesses and HUBZone firms, which have increased the NRCC small business goals.

JOC Task Orders

Problem: Requirements for DPW work are ill-defined and/or ambiguous, resulting in long lead times and misinterpretations.

Solution: The NRCC Fort Eustis DOC redefined the Directorate of Public Works (DPW) Job Order Contract (JOC) task order process. The new process allows for the customer and contractor to jointly work together to write the statement of work and/or task order specifications. Once the specifications

are written and agreed upon, then all parties, including the Contracting Officer, negotiate the task order.

Result: This process has significantly reduced misinterpretations, ambiguities and performance timelines. As a result, the PALT time reduced from an average of 75 calendar days to 10 calendar days.

Solution: A new and innovative contract action that has been put in place is the Maneuver Support Center (MANSCEN) contract. It supports the contracting efforts related to awarding of task orders for the Engineer, MP and Chemical School.

Fort Riley

Services contracting lead time

Problem: Buying recurring services under \$5 million is a long process.

Solution: We define mature recurring services valued less than \$5M as commercial in nature. This allows us to issue best value RFQs as opposed to full blown RFPs.

Result: End result is greatly reduced CALT.

[Return to Newsletter](#)

West Point

Oral presentations

Problem: Written questions and answers extend proposal evaluation process.

Solution: Conduct oral presentations for some actions to allow technical representatives to participate in questioning during the presentation.

Result: Reduced question and response cycle times.

GPC Payment of BPA Calls

Problem: Normal process of purchase orders or contracts for recurring, locally supplied supplies can be a timely matter, especially when it comes time to pay the vendor.

Solution: Established BPA's in order to allow ordering officers the ability to use their GPC as a payment vehicle against the calls. This has greatly reduced the wasted time we often see when working with DFAS on the normal invoice/DD250 payment process. Also, train and certify some higher volume BPA ordering officers to make calls up to \$25,000.

[Return to Newsletter](#)

Life in the Trenches

Bryan Samson

ACA APG

We in the DOCs and Centers often refer to "being in the trenches". In truth, what we experience is neither defensive nor in any way a semblance of trench warfare during World War One. While the phrase may have some valid connection to being on the front lines and facing an overwhelming force, the DOCs and Centers have proven to be effective combat multipliers. We take the offense, plan ahead, navigate the dangerous No Man's Land of acquisition planning and small business participation, and engage the seemingly endless customer requirements with the limited resources we have. At times, our success is nothing short of amazing. There are certainly unsung heroes, casualties, and a need for allies as we conduct our contracting campaign each fiscal year but in the end, we all accomplish our mission.

Life in the trenches can actually be an environment that fosters innovation, process improvements, and team building. Staying on top of what you know is to your front is challenging enough. Finding the capacity and capability to incorporate new guidance and practices (Non-DoD contracts; Accounting for

Contractor Services) and to perform new missions for new customers is what takes us to our limits. Our arsenal is not always the best (PD2), new troops hard to find (GS-1102s), and the supply lines unable to equip us adequately for our fight (Utilities Privatization; Contract Admin; A-76; New Customers...but no TDA increases). Sometimes it seems like we are being ordered to hold at all costs and sacrifice for the greater good. Given we are an Army at war and the GWOT requires tremendous resources, it is understandable that staffing levels in the DOCs and Centers are probably not a topic at the Army Chief of Staff's meetings. An alignment under AMC may offer opportunities over time. All the same, in the near-term, DOC and Centers are likely to execute an escalating mission with the resources at hand.

So what can we do to improve our odds of survival? We are all in this together and need to find some common sense solutions together. We don't always need "more", sometimes a better mix of troops or access to some reserve support can get you through. We may want to relook the GS-1102 versus GS-1105 authorizations and placements, invest in servers and IT providers that can increase PD2 throughput, formally adopt some workload capacity backup between DOCs, pipeline work across DOCs, designate Centers of Excellence for specified commodities and services and route requirements accordingly, go after GPC rebates to fund initiatives, revisit our approach to risk management across contracting functions, address KO warrant opportunities, the list goes on. In each DOC and Center trench on our battlefield are some smart folks who have found ways to even the odds. We need to share these ideas.

I suggest the next ACANR DOC Workshop focus on developing ways we can help ourselves by using what we have, better. The fact of the matter is, all is not quiet on the western front. We all have a tremendous amount of work on going and we all need some help, all right, a lot of help. We are often too busy with firefights to look at the full range of tactics we might employ. It may make sense to pull back for a few days and look at what we can change, invest in, exploit, and improve to make our jobs better. The line should be drawn at the ACANR-level: what can we do in-house that does not require coordination with, approval by, or resources from the ACA HQs, or higher. Bet we are surprised with how much we can do. Life in the trenches is hard but together we can find ways to avoid the perils when we go over the top.

[Return to Newsletter](#)

The 55th Presidential Inauguration

The pomp and pageantry of the 2005 Presidential Inauguration would not have been as impressive without the soldiers, airmen, marines, sailors, coast guardsmen and civilians who took part-performing, marching, and guarding. Behind the scenes, there were hundreds of others who planned, coordinated, and controlled this highly-celebrated national event, honoring the Commander-In-Chief.

Since January 2004, the Capital District Contracting Center (CDCC) and the Fort Myer Directorate of Contracting (DOC) has supported the Armed Forces Inaugural Committee (AFIC). From computer hardware and software, infrastructure support, transportation, inauguration route trailers and generators, to symposium contracts and Joint Manning Documents for the 2009 Inauguration, the Military District of Washington (MDW) staff received outstanding support to the AFIC effort.

By maintaining daily contact with the AFIC Contracting Officer, requirements were identified early and acquisition strategies were developed and potential sources identified, and when the actual need arose, the market research had already been accomplished and awards were made in a timely manner. During the final week leading up to the Inauguration, support was also provided to the Fort Myer Military Community and the Joint Forces Headquarters, National Capital Region (JFHQ/NCR). Transportation and meal requirements for The Old Guard (U.S. Army 3rd Infantry Division) of Fort Myer and other services were coordinated with the Directorate of Logistics at Fort Myer. On the final day before the Inauguration, several personnel from the Fort Myer DOC maintained constant contact with the J-3 and J-8 offices of JFHQ/NCR in determining what emergency actions might be needed.

The JTF-AFIC DOC, **LtCol Karen Bruce**, praised the efforts of the Fort Myer DOC office, especially **Linda Carsey** (now retired) and **Jim Wright**. Their efforts resulted in awarding a majority of the 40 contracts, many with short-fused requirements. For their efforts, JTF-AFIC plans to recognize Linda, Jim and several other members from the Fort Myer DOC office (type of award, date and location TBD).

MAJ Robert Shelton, the Chief of Staff, ACA Northern Region and the Fort Myer Directorate of Contracting also was among those who had the unique opportunity to participate in this special event. MAJ Shelton served on the Joint Task Force- Armed Forces Inaugural Committee (JTF-AFIC) special staff where he was responsible for ensuring that all military ceremonial support requests by the Presidential Inaugural Committee (PIC) and the Joint Congressional Committee on Inaugural Ceremonies (JCCIC) were properly staffed by legal, comptroller, AAA, and public affairs. After a thorough review by the special staff, MAJ Shelton sought approvals by the JTF-AFIC Commanding General or the Secretary of Defense depending on the scope of the request. The support requested by these committees ranged from Presidential escorts, military bands, salute guns, marching units, joint color guards, aerial displays, communications support and overall command and control of the following events:

- Opening Ceremony
- Inaugural Dinners
- Presidential Gala
- Religious Service
- Inaugural Parade
- Inaugural Balls
- First Lady Events
- Vice President Events
- Swearing-In Ceremony
- Congressional Luncheon
- All activities on Capitol Hill

For his part, MAJ Shelton was recently awarded the Joint Service Achievement Medal (JSAM).

[Return to Newsletter](#)

Purchase Card Corner

Elaine Pearson

ACA NR A/OPC Level III

Fort Drum New Pilot Site for Electronic Contract Payments

Dan Schwemmer

DoD Joint Purchase Card Office

Fort Drum Directorate of Contracting (DOC) has been nominated by Department of Defense as a pilot site for implementation of C.A.R.E. ACCESS ON-LINE (AXOL). Among other new features, AXOL will enable activities to process electronic contract payments.

Under the traditional process, the DOC uses the government purchase card (payment card) to process a number of contract payments for Fort Drum activities/units each month. Although vendor payments by U.S. Bank are electronic, payment by DFAS to U.S. Bank for all monthly actions involving multiple lines of accounting (LOA) with the payment card requires an Excel spreadsheet to be manually prepared and sent to DFAS. These LOAs are manually typed in at DFAS from the Excel spreadsheet and then disbursed against a contract LOA.

This process takes time, creates opportunities for errors, and ultimately delays payments by DFAS to U.S. Bank, resulting in interest penalties and lower rebates being earned by the Government. This new process will improve accuracy and will allow DFAS to pay U.S Bank faster, resulting in virtually no interest penalties, with increased rebates being earned and paid back to the Installation.

As a result of this initiative, Ft Drum estimates that the file-turn time on the Payment Card account will be reduced from an average of 38.5 days to less than 25 days. This alone will result in an estimated \$5,000 in additional rebates/month based on a \$2 million monthly statement for Fort Drum.

Congratulations to Ft Drum!

[Return to Newsletter](#)

Across the Region

ACA NR DOC Conference Follow-up

Melinda Simmons-Healy

ACA NR

Senior Procurement Analyst

I'm going through my notes from the conference to get clarification or resolution of any open items, I wanted to share (FYI) with everyone. For some of these items, I've closed the loop, resolving where possible.

- Ft. Carson (**Brian Foulkes**) stated that they wanted NRCC to handle the recompetes for their A-76 contract. Follow-up: Carson will do the contract. COMPLETED
- Ft. Leonard Wood – System Administrator developed a query to provide current status to customers on each action at year end that doesn't bog down SPS. Follow-up: **Teresa Balestracci** developed a query that her Div Chiefs can run within SPS daily and then send out to customers. She believes it may have export value for other installations. Received from Teresa and fielded to SA & DOC listings. – Completed. 25 Jan 05.
- USMA – stated poor specs received from DHPW. Follow-up: talked with **Don Fitzgerald** about getting NRCC geared up with PWS writing contracts for DOC customers to use. Still under discussion.
- Ft. Meyer – stated implementation of A-76 MEO has resulted in a reduction of trained personnel in various areas of expertise – requesting more contracted out. Lack of CORs and QAEs. Follow-up: advised **Mr. Cox** that a post-MEO audit is conducted a year after MEO implementation to ensure they are performing IAW in-house proposal. Should not be contracting out work identified during the study. COMPLETED
- Ft. Dix – stated they have PWSs in the hopper to share. Follow-up: obtained copies for sharing with other DOCs. GSU-related PWS's located on AKO.
- Ft. McCoy – stated they'd like ITEC4 to put "shell" template on web for ease in using their master contracts. Follow-up: Templates are already online and info has been sent to DOCs, along with ITEC4 Ordering Guide. Will follow-up with Ft. McCoy DOC to ensure we've answered the mail.
- Ft. McCoy – still waiting for contract administration positions for A-76 contract. Follow-up: Final decision documents received and are being reviewed prior to submitting request to ACA for resolution with IMA.

- NRCC – Hub/spoke configuration slow and inefficient. Follow-up: **George Chavis**, COL **Ted Harrison**, **Nate King**, and **Lance Beuschel** met at NRHQ with **Bruce Cogossi**, **Sue Gosner**, **Diane Broadway** and **Julian Louis**, shortly after the conference to discuss these issues. Status – George Chavis and **Mike Berecz** conducted site visits to Ft. Lee and NRCC to ascertain problematic slowdowns experienced throughout NRCC. George Chavis (SPS Army Desk Officer) sent final report to Ms. Langston, through COL Harrison, with conclusions and recommendations on 21 Jan 05.
- Ft. Lee – Installation was going to buy a stand-alone server for DOC and provide System Administration assistance in their DOIM. Follow-up: Status is tied to above item regarding breaking Hub & Spoke.
- APG and others – CMR guide - Serves 2 purposes – (1) to explain and implement the CMR process, (2) to provide tools to maintain acceptable performance during every year – not just preparing for CMR. Requested that checklists be provided for the CMR guide to facilitate CMR preparation, continued process improvements, and attainment of overall intent of the CMR process – proper conduct of procurement operations. **Debbie Emerson** and the Contract Operations branch will work to add/improve the CMR guide for next year.
- -APG created standard format for maintaining SPS-PD2 files electronically. A copy will be posted to ACA NR homepage.

[Return to Newsletter](#)

Paperless Acquisition – The Quintessential Oxymoron...

Diane Broadway

ACA NR

Happy Springtime! I don't know about you, but I am SO over winter... I am ready for the warm weather of spring, even with the allergies it brings.

It is my intention, by way of this column, to keep everyone up to date with the myriad of paperless initiatives and events relative to electronic business. Army needs to remain at the forefront – the spear tip – of cutting edge technology to ensure our Warfighters have what they need, when they need it. And we need to do it smartly – being fiscally prudent, while embracing forward-thinking concepts and solutions that will serve us well, facilitating premium customer service.

First of all, the title... I have never been so completely inundated with paper since I became your Paperless Acquisition SME! And, while Electronic Commerce and Electronic Business (EC & EB) comprise wonderful buzzwords in today's climate, all anyone needs to do is look at their own desk to realize I speak the truth about Paperless Acquisition being an oxymoron! Now in a more serious vein, there ARE many new and exciting (ok, maybe not exciting) acquisition tools for our toolbox coming in the very near future that I want to share with you, or perhaps provide you some info on the latest and greatest.

In the current edition of *SPS Connection*, our Army Desk Officer, Mr. **George Chavis** details one *crucial* operation that may sometimes slip through the cracks in our SAs busy workday lives: Performing all the various maintenance checks (DBCCs), as well as monitoring and checking the error logs generated. Well, that doesn't always make it to the front burner when your SAs get side-tracked by other, more pressing issues, such as, "Hey, can you come here and look at my screen for a minute?" Or, "I was trying to do xyz and I can't get it to work. Can you come here for just a minute?" And knowing all of our amazing SAs throughout Northern Region, not one of them would ever think to turn down a plea for assistance, regardless of what else they have on their plates. We, as a leadership, continue to burden our workforce, and it is inevitable that some aspect of their duties will end up suffering at some point. Mr. Chavis' point in his article is that it is extremely important – nay, imperative – that our SAs do all they can to mitigate risks to our PD2 production databases. Should your site go down for whatever reason, the wonderful people of the Help Desk and the Army Response Team (ART) are right there to lend assistance and get you back on your feet, operationally speaking. And if you doubt their value and worth, just ask someone who has had to call on them for some serious issues... Get to know your SAs; they do an AWESOME job in keeping our PCs, hardware, software, and networks functioning. Tell them thanks.

Speaking of PD2... The upgrade to Increment 2 will begin to occur *after* this Fiscal Year end. And then we have the upgrade to PRWeb. The upgrade to PRWeb has been accomplished at CDCC, as a test-bed – thanks to **Richard Copperwheat** and all of CDCC for their willingness to play guinea pig. Stay tuned for full implementation. We also have FPDS-NG coming up. Two of our DOCs have already been upgraded – Forts McCoy and Riley – and a backward patch is in its final stage of being tested to ensure DD350s are able to be processed for FY 05.

And then there's Wide Area Work Flow, WAWF. It really isn't a four letter word... It is more a further refinement of how Army (and all of DoD) will do business and pay our bills. Oh, the horror stories circulating about WAWF! Sigh... Folks, we'll get through this... The one thing that I've learned thus far in my job is that *CHANGE IS THE CONSTANT!* We, as an Acquisition Community, have the opportunity to shape our future! To do so, we must be proactive in seeking out and embracing tools of change, tools of the future. As my sister-in-law is so fond of saying, "This is not a dress rehearsal - This is *LIFE!!!*" So shape your own destiny. Be a conduit for change. Make a difference. You've made a huge difference in my outlook and I thank each one of you for your continued support of my optimistic, rose-

colored glasses approach to Paperless Acquisition. [Editor's Note: Add "laser-corrected" to those optimistic, rose-colored glasses!]

[Return to Newsletter](#)

Bringing Training to the Warfighter

Ross C. Poppenberger

Captain, EN

Contingency Contracting Officer

Due to the large number of deployments in support of the Global War on Terrorism, the National Training Center (NTC), Fort Irwin, CA, is not always available for units to train prior to a deployment, particularly when the deployment schedule is accelerated. To alleviate the non-availability issue, the NTC brought a mission readiness exercise (MRX) to Fort Carson for Soldiers of the 3rd Armored Cavalry Regiment (ACR).

The MRX is designed using a different number of situations to help prepare Soldiers for an impending deployment in support of Operation Iraqi Freedom. NTC brought a number of observer controllers, "insurgents", and Iraqi nationals to Fort Carson to add to the realism of the training. The training was similar to what the Soldiers would receive at NTC. This MRX ensured that the 3rd ACR Soldiers were trained and ready for deployment in support of Operation Iraqi Freedom.

The Directorate of Contracting played a significant role in preparing for the 3rd ACR MRX as most of the site implementation requirements required contract support. The Commanding General, 7th ID and Fort Carson, and the Garrison Commander have formally recognized seven Directorate personnel for their outstanding efforts in making the exercise such a huge success.

The Directorate of Contracting employed both military and civilian contracting professionals from all Directorate elements, including the Commercial Items/Purchasing Branch and the Construction and Services Divisions. Along with the Directorate of Contracting, many Fort Carson activities worked together to make the mission a success.

In mid-November, Fort Carson's U.S. Army Garrison received a mission to build an entire Forward Operating Base (FOB). An FOB is an operating base large enough to support up to 5000 Soldiers including equipment parking and maintenance facilities, command posts, messing facilities, and sleeping quarters complete with heat for all personnel occupying the FOB. Fort Carson's mission was to replicate a realistic training scenario similar to NTC.

After several weeks of planning, building started the first week of December largely as a result of the quick actions on behalf of the contracting office. The FOB was named Camp Cooke after Command Sergeant Major (CSM) Eric Cooke, the former CSM for 1st Brigade Combat Team, 1st Armored Division. Cooke was killed in Iraq Dec. 24, 2003 when his vehicle struck an improvised explosive device.

In addition to the contracting office, many installation activities helped contribute to the construction of Camp Cooke, to include the Directorate of Public Works, Garrison Operations, Range Control, civilian contractors, and Soldiers from various units on Fort Carson, including the 52nd Engineer Battalion, 3rd ACR. This mission truly brought the Fort Carson directorates and tactical units together as a cohesive, responsive post team that insured the successful completion of Camp Cooke in time for training to kick off in early January.

The success of the exercise on Fort Carson has captured the attention of the senior army leadership and is considered a flagship for emulation at other installations and a shift in the training paradigm. The cost of establishing the MRX site at Fort Carson was significantly less than the cost of deploying the unit to the National Training Center (NTC).

Since this exercise included the cost for establishing several semi-permanent facilities, future events will generate even greater savings. Additionally, there was a significant timesaving. Having the event at the home station avoided the non-productive travel time involved in deploying to the NTC. The exercise was very successfully concluded on 18 Jan 2005.

[Return to Newsletter](#)

Stand Down Training Day

Elizabeth Reed

*Director of Contracting
Dugway Proving Ground*

This office recently participated in a stand down training day at the West Desert Test Facility. Several people from this office provided a full day of training of procurement issues. Topics ranged from Contracting Basics, Market Research, Preparation of J&A's and more—right down to Who's Who in Contracting! It was a small step in training, but a giant step in convincing the end users that we are a valuable asset that can help them avoid potential problems if we are involved from the planning phase forward. We have since been invited to present portions of the training to specific groups that were unable to attend during stand down week, but were interested in learning more.

[Return to Newsletter](#)

Market Research: Just a Jar of Peanut Butter

Pam Lutz

Deputy Director, ARCC

Imagine wrapping Market Research training in peanut butter. That is exactly what **Mary Bonnell**, Contract Specialist, ARCC Seattle Satellite Office, did recently when she trained in excess of 400 military and civilian employees during the 70th Regional Readiness Command's (RRC) Full Time Support Conference.

Mary knew her audience: end users having the least experience with contracting procedures but the most influence on the process as the requirements generators. She knew that a slide presentation was an invitation to boredom and mid-afternoon naps. Instead she designed an interactive voyage of discovery – beginning with peanut butter and a used car as the ultimate requirements for the contracting office.

Step by step she facilitated the team as they led themselves through the market research process, providing mandatory and nice-to-know information as the occasion arose. All bases were covered – why market research, what to include in market research, how to write a market research report, sources for market research, how to determine when enough was enough – without resorting to the deadly slide presentation. To ensure that her audience understood the place of market research in the larger procurement process, the "training" included end user responsibilities to the Contracting Office, end user responsibilities to themselves, how to effectively partner with the Contracting Office, and the proper role of the Contracting Office in the procurement process.

Over the course of the three day conference, Mary had the opportunity to present this "training" two times. Feedback has been outstanding. To ensure that the teaching points were reinforced, Mary posted a formal slide presentation on the 70th RCC's intranet for all to access if memories grew hazy.

The opportunity to reach so many grew out of the outstanding partnership between the 70th RRC and its supporting ARCC contracting office. In preparation for the three day training conference, Mary was invited to be on the planning committee with key members of the RRC staff. The goal was to provide the attendees information that would improve key processes supporting the mission and sub-missions of the 70th RRC. Mary picked a key topic and it was a winner. That is no surprise to the ARCC: Mary has always been a winner in our eyes.

West Point DOC Joins Athletic Director's Team

Jeanette Carroll

West Point DOC office

The ACA West Point Directorate of Contracting (DOC) at the United States Military Academy is a customer service organization and our biggest challenge is to convince our customers that although we may not work in the same building or serve the same leader, we do share the same objectives. Their goals must be our goals and the organization structure should be seamless rather than delineated. We take every opportunity to integrate ourselves into our customers' missions.

Each Customer Service Division (CSD) at our DOC has successfully integrated themselves into the mission of the Directorates it buys for. In doing so, the contract specialists are able to learn and understand the needs and the mission of their customer. This is not to say that the buying team that negotiates and awards contracts for the Directorate of Housing and Public Works (DHPW) knows how to build a building, but they can certainly recognize a faulty or ambiguous specification. For the other CSD's it is the same. For instance, CSD IV, who buys for the Directorate of Intercollegiate Athletics (ODIA), knows the difference between a football shoulder pad used at the scholastic level and one that is used at the Division 1A intercollegiate level.

Being a customer service based organization should make partnering and good customer relations come naturally. Sometimes, however, there is resistance on the part of the leadership of some of our organizations to having "an outsider" trying to serve as a business advisor especially in the areas of negotiating and awarding their contracts. It has been my goal to eliminate that resistance.

Recently, the USMA hired a new Athletic Director (AD). The previous AD was extremely resistant to the DOC and the DOC's desire to be "part of the team." Within the first two weeks of the new AD's arrival he set up "Listening Days" which was a two week long block of one hour briefings given to him by the activities within his organization. For instance, the head coach of football came to the athletic department's auditorium with his entire staff and gave a briefing on what he believed his mission was, what his challenges were, what resources he needed to help him improve, and what opportunities the coach believed he had for increased successes.

Somewhat by error I found out about these briefings. I contacted the Chief of Staff of the athletic department and I asked to be included on the schedule. Although I knew I was not technically on the AD's staff, and that technically I was not an activity within the athletic department, I knew this was my one opportunity to "get off on the right foot" with the new AD by convincing him that I was, in fact, part of his team.

I did not get an immediate response. I believe that the senior staff was a little hesitant to invite my team to a briefing that was meant to be an internal function of their organization. They also did not know how the new AD would react. I continued to actively lobby for an invitation. Eventually it came.

This was show time. My staff and I traveled to the athletic department in a group. We took our places in the front facing our audience. My staff looked apprehensive, as did our audience. I knew I was ready. I thought about starting with explaining the structure of our organization, or describing each and every member of my team's life story but instead I blurted out..."You need to want us here. Your staff will never believe in us if you don't believe in us." After that, everyone relaxed and my briefing began. I talked about our organization and about my staff. I talked about following the regulations. I talked about the need for competition. But more importantly, I talked about the AD feeling comfortable in using our expertise, our knowledge and our experiences to help him make sound business decisions. I told him that my staff had very strong ties to his organization and we wanted to continue embracing these comfortable relationships. I expressed my interest in wanting to conduct training for his new personnel and existing personnel. I told him how important it was for us to communicate openly and

honestly. When the briefing was over, I took a deep breath, gathered up my staff and left the auditorium. I had no idea what kind of reaction or impact my briefing was going to have on this new person. I sat in my office for days wondering. Did I hit a home run or did I strike out?

Part of my answer came when the Athletic Director agreed to serve as the Source Selection Authority for our Army Football TV requirement. He selected his senior staff as the source selection evaluation board. He attended, and is continuing to attend, every oral presentation and all discussion/negotiation sessions. He asks for guidance from the contract specialist who is facilitating the source selection. His senior staff follows suit. The exchange of information and ideas is abundant. His questions definitely lead me to believe that he is starting to understand that the DOC is an asset as opposed to a hindrance.

At almost the same time, the new AD submitted a request to the DOC to solicit a company to act as the athletic department's Direct Sales Program contractor. Once the requirement was submitted, he relinquished all responsibility for the success of the solicitation, negotiations and award of the requirement to the DOC. I have set up meetings with the coaches, and with the contractors and I am attending all the contractor demonstrations. When I briefed the AD, he said he had complete confidence in the DOC, that when the time came for award, we would make a good choice regarding the selection.

Then, this morning, I received a phone call from the new athletic director. He needed advice on how to interpret a contract term. After I gave him my answer, he said, "Thanks, you just helped me make my first business decision."

[Return to Newsletter](#)

Mandatory Electronic Invoicing Begins.

For all Contracting Offices that use DFAS Army Vendor Pay and Computerized Accounts Payment System (CAPS) for contract payments. Beginning about February 1, 2005, DFAS will accept only electronic invoicing from contractors unless the contract or order meets one of a few exceptions. Approved electronic formats for submittal of payment requests include the use of one of the following:

- Wide Area Workflow - Receipt and Acceptance (WAWF)
- Web Invoicing System (WInS)
- Electronic Data Interchange (EDI)
- and any other method mutually agreed to by the Contractor, the Contracting Officer, and the payment office.

This is part of the DFAS-required mandatory electronic invoicing based on the Defense Federal Acquisition Regulation Supplement clause, [252.232-7003](#), Electronic Submission of Payment Requests.

Procedures and processes have been developed to assist contracting offices, fund managers, vendors and DFAS Army Vendor Pay Support Payment Sites in making this transition as seamless as possible.

Vendors need to register for use of electronic invoicing at the earliest possible date. Contracting offices need to ensure newly issued contracts contain clause 252.232-7003 or arrange conferences with the four principals to discuss appropriate alternatives.

DFAS payment offices are being instructed to minimize negative impacts to vendors by accepting Designated Billing Office invoices electronically. The procedures direct weekly contact with Government customers to ensure receipt and acceptance information is provided timely, to minimize payment of Prompt Pay Act interest and increase opportunity for taking offered discounts.

Implementation of the electronic invoicing initiative will increase efficiency and maintain costs at a minimum.

[Return to Newsletter](#)

Fort Lewis employees receive awards.

Jeannie Hoffman

Procurement Analyst

Purchase Card Alternate A/OPC

Maria De L. Santiago and **Jeannie Hoffman** were awarded "The NIB/NISH Partner in Excellence Award" from the Seattle Lighthouse for the Blind for 2004. We were also awarded a cash award from 1SFG(A) for our support during FY-04.

In addition, the CI Division, of which our office is a part, was awarded the Employee Group of the Quarter for 4th Quarter 2004. We have also received several "Blue Chip" awards, DOC awards for our support to different missions, individuals, and/or organizations here at Fort Lewis.

[Return to Newsletter](#)

Ft. Meade DOC offers customers acquisition planning information.

Donald L Grskovich

Director of Contracting

Fort George G. Meade, MD

On March 1st, the Fort George G. Meade Director of Contracting made a formal presentation to the Fort Meade Command Group regarding recent developments in the acquisition legislation/policy that may affect how contract requirements may be put together in the future. General topics included Contract Bundling, Section 801 of the 2004 National Defense Authorization Act, Consolidation of Contract Requirements in accordance with DoD FAR Sup 207-170-2 as well as proper use of non-DoD contracts when procuring supplies or services.

Overall the audience was very appreciative of the information and felt that they had a better understanding of the new acquisition policies and how it could affect the future mix of contractors performing services at Fort Meade in the future.

[Return to Newsletter](#)

Fort Eustis DOC provides personal touch in supporting Americans in Iraq.

Jackie L. Benoit

Administrative Support Assistant

ACA, NRCC

On 3 February 2005 **Ms. Terry Hyatt-Amabile**, DOC Fort Eustis, organized her second activity for the DOC and the Northern Region Contracting Center (NRCC). Employees were invited to donate items (i.e., snacks, candy, magazines, personal hygiene items, etc.) to place in boxes for the soldiers in Iraq. Currently **Leisa Belcher** from the NRCC is serving in Iraq as well as **Steven Blair's** son. Everyone was invited to do a brown bag lunch that day and help put items in the boxes readying them for shipment. It was fun for all and gave us a great sense of accomplishment. We were truly grateful that we could do a little something to show our support for the soldiers serving our country. This is the second such activity that we have had here at Fort Eustis in support of our soldiers.

[Return to Newsletter](#)

Air Force Environmental IDIQ Contracts Available for Northern Region Use

Randy Loeb

ACA NR

Procurement Analyst

ACA NR, NERO and Air Combat Command Contracting Squadron (ACC CONS) signed a Memorandum of Agreement (MOA) on 23 March 05 making the ACC CONS Environmental Compliance and Analysis Services (ECAS) contract suite available for ACA NR use. The purpose of this contract suite is to obtain environmental services/studies and architect and engineering services to support Air Combat Command (ACC) and other Department of Defense (DoD) agencies. This contract primarily focuses on environmental compliance and analysis projects but has the ability to perform Title I, Title II, and other A-E services.

The third generation ECAS is an Indefinite Delivery / Indefinite Quantity (IDIQ) A&E services contract with a collective \$200 million program ceiling. There is no minimum or maximum dollar limit on any task order. The firms awarded the ECAS contracts are among the country's top A&E services companies. They are Science Applications International Corporation (SAIC), URS Group Inc., Earth Tech, Tetra Tech, Advent Environmental (8(a)), Environmental Express Services (8(a)), and Environmental Consulting and Training Services (ECATS), a HUBZone contractor. Each prime contractor has a team of well-qualified subcontractors to enhance their overall capability to support a broad range of environmental and traditional requirements.

The scope of the contract includes support necessary for implementing the full range of environmental services to include restoration support, pollution prevention, compliance, and conservation environmental projects. These efforts include planning and programming, program management, scoping, studies, operations support (including data gathering and permit preparation), investigations (including geophysical), evaluations, consultations, conceptual design, value engineering, and operation, monitoring, and optimization of environmental treatment control systems. The expanded Title I, Title II, and traditional A&E services can be used to support design and construction functions as they relate to traditional endeavors.

The average amount of time it takes from submission of the Statement of Work (SOW)/Independent Government Cost Estimate (IGE) for approval to award is 15-20 days for routine processing. Urgent requirements have been awarded in less than one week.

If you are interested in finding out more or using the ECAS contract suite, review the below web site, especially the ECAS Contract Management Plan and ECAS Process documents and contact Randy Loeb at 757-788-4332 or email randy.loeb@us.army.mil. Prior approval by ACA NR and project acceptance by ACC is required before issuing a request for proposal to the contractor.

The Air Force web site is: <https://lg.acc.af.mil/cons/lgce/ecas.htm>

[Return to Newsletter](#)

Fort Carson personnel receives NISH training.

Brian Foulkes

Director of Contracting

Ft. Carson, CO.

NISH responded to Ft. Carson's request for a local offering of its *Reinventing PR-3* course on March 3-4, 2005. Six personnel from the Ft. Carson DOC plus numerous others from the surrounding community took advantage of this opportunity. Ft. Carson has four service contracts (food service, custodial, laundry, and front desk clerks) with non-profit agencies under the JWOD program. In June 2002, the

Committee for Purchase From People Who Are Blind or Severely Disabled began using the new pricing methodology for service projects known as Pricing Memorandum No. 3 (PR-3). This pricing system reflects the Committee's philosophy to mirror commercial market practices and provides more flexibility to Contracting Officers and Community Rehabilitation Programs (CRPs), aka Nonprofit Agencies. The training was beneficial for gaining understanding of the background that initiated the change in PR-3, understanding and applying the new concepts of PR-3, learning the role of the Committee, Contracting Officer, CRP and NISH in this new environment and learning the procedures associated with the Committee's impasse procedures. The training is highly recommended for those directly involved in the development and negotiation of JWOD service price proposals.

[Return to Newsletter](#)

Why use JWOD Products?

Camilla H. Tramuel

ACA NR HQ

JWOD POC

Did you know that people with disabilities have a 70% unemployment rate and represent the nation's largest unemployed pool of talented, skilled, knowledgeable, and dedicated people? The Javits-Wagner-O'Day (JWOD) Program provides employment opportunities to more than 42,000 people and is the largest single provider of jobs for people who are blind or severely disabled in the United States.

The JWOD Program is a coordinated effort on behalf of the Committee for Purchase From People Who Are Blind or Severely Disabled, National Industries For the Blind (NIB) and National Industries for the Severely Handicapped (NISH). There are approximately 618 nonprofit agencies that participate in the JWOD program in the United States.

Through the JWOD program, people with disabilities enjoy full participation in their community and can market their JWOD skills into other public and private sector jobs. The JWOD program has saved federal and state governments more than \$46 million. The United States has the following statistics for JWOD participation in 2003.

Average hourly JWOD Salary	\$8.61
JWOD Workers	41,969
JWOD Wages Paid	\$324,547,323
JWOD Sales	\$1,827,863,123
JWOD Sales to Federal Govt	\$1.4 Billion

People employed by JWOD gain work experience and marketable job skills that encourage them to reduce their reliance and dependence on Government entitlement payments and programs. The following represents the results of a 2003 economic benefits study summary that evaluated how employment in the below listed job categories affects workers' reductions or discontinued use of government entitlements:

	Commissary	Food Service	Custodial
Welfare Benefits	92%	92%	97%
Food Stamp Benefits	88%	96%	92%
Supplemental Security Ins	74%	78%	77%
Public Housing Benefit			76%
Social Security Disability Ins	60%	57%	69%
Medicaid & Medicare	Significant Reduction		

The JWOD Program began in 1938 and expanded in 1971 to combine the following agencies to form NISH:

Goodwill Industries International
National Easter Seal Society
The American Rehabilitation Association
The Association for Retarded Citizens (ARC)
The United Cerebral Palsy Association
International Association of Jewish Vocational Services

Sadly, over 21 million people with disabilities still remain unemployed.

Information was extracted from the JWOD Facts & figures brochure – October 2004

[Return to Newsletter](#)

CMR Schedule Updates

There have been some shifts in the CMR schedule. As of the first of April 2005, the schedule for second quarter, FY 2005 is as follows:

Installation	APR	MAY	JUNE
Fort Meade	4-8		
Fort Dix	25-29		
Fort McCoy		16-20	
CDCC			6-10
Fort Drum			20-24

[Return to Newsletter](#)

From our Customers

Implementing Good Business Practices in the Acquisition of Services

Deborah S. Ramirez

ACA TRADOC LNO

With the establishment of the Army Contracting Agency (ACA), General Order 6 (3 Sep 02) designated ACA as the provider of contracting support to the Training and Doctrine Command (TRADOC). A Memorandum of Understanding followed and was signed by ACA Director, Sandra Sieber, and TRADOC Deputy Commanding General/Chief of Staff, LTG Anthony Jones.

Over the past year, TRADOC has provided a series of on-site training sessions to TRADOC executives and action officers about oversight and management of service contracts, and implementing practices to detect problems and improve compliance in the acquisition, management, and administration of service contracts. TRADOC has established a stringent review process for Contracted Advisory and Assistance Services (CAAS) contracts, and has solicited Army Contracting Agency (ACA) Headquarters, ACA Northern Region Principal Assistant Responsible for Contracting (PARC) and Northern Region Contracting Center (NRCC) staff to assist their efforts to increase awareness and understanding of the provisions governing service contracts and to focus customer support for obtaining procurement advice and assistance.

As a matter of policy, TRADOC has implemented a requirement that all mission service contracts undergo a CAAS review. Additionally, as a part of the review process, all requiring activities are to identify and provide justification for "offloading" to any contracting office other than the NRCC, TRADOC's assigned contracting office. The intent of this policy is to ensure there is adequate

justification for the planned procurement and compliance with recent OSD and Army (Draft) policy on the Proper Use of Non-DoD Contracts as required in the FY 05 National Defense Authorization Act.

Additionally, TRADOC has drafted further guidelines that expand the scope of this policy to include "all offloads" to establish an acquisition process that fully complies with procedures outlined in other regulatory guidance and policy.

Although TRADOC's policy is still in draft form, activities have been directed to submit a written justification for offloading contract requirements as a part of their CAAS documentation. These mission requirements are then staffed to NRCC for review and "right of first refusal".

The CAAS and contract offloading reviews provide TRADOC leadership a means by which to validate requirements with command priorities and set the tone for effective management that reflect the best interest of the activity. These reviews support proper planning of acquisition strategies and ultimately should allow the contracting office better insight for designing contract solutions that will achieve best value for TRADOC service contract requirements.

The problems of widespread deficiencies in the area of service contract management and administration have been documented in press releases and Government Accountability Office (GAO) reports. In partnership, ACA and TRADOC are taking action to establish an oversight process for service acquisitions that will address these concerns. While any newly implemented business practices may initially seem more time-consuming and sometimes frustrating to put into practice, these are positive steps that offer compliance with statutory and regulatory guidance while creating opportunities for the development of creative solutions to meet ongoing and future contract requirements.

[Return to Newsletter](#)

PICKING AND CHOOSING

Making a cost technical trade off decision in a sealed bid procurement

Roger Neds

Chief, General Counsel, ACA NRHQ

I recently reviewed a protest to an acquisition where one of our Contracting Officers used the sealed bidding process in an innovative way. This procurement used options within the Invitation For Bids (IFB) as a mechanism for the customer to decide after bid opening on what work would proceed. The IFB contemplated the removal and replacement of two bridges spanning a railroad and a river. The bridges to be replaced carried various utility lines that also crossed the railroad and the river. For this reason, an integral part of the work was the rerouting of the utility lines. This rerouting could be accomplished by reattaching the lines to the new bridge structures or by separately running the lines beneath the railroad and river beds. Since this latter option was more expensive, the requiring activity was not sure it was affordable.

The IFB was structured into several priced contract line item numbers (CLINs). Two CLINs were for the removal of each of the two bridges. Two more CLINs were for the replacement of each of the two bridges. Two CLINs called for the rerouting the utility lines on each new bridge. Two other CLINs called for placing the utility lines under the railroad and river. These latter two pairs of CLINs were labeled as "options" in the bid schedule.

The bid schedule provided that the award would be made to the single, responsive, responsible bidder submitting the lowest total price for the priced CLINs. The schedule also provided that a bidder had to bid all CLINs to be considered responsive and that the Government reserved the right to exercise the option(s) concerning utility line relocation in the most advantageous manner.

After bid opening, the requiring activity decided it had the necessary funding and that it was most advantageous for the Government to relocate the utility lines under the river and railroad beds. In effect, the Government made a cost technical trade off decision in a sealed bid procurement by deciding that the more expensive approach of relocating the lines under the beds was superior to the lower cost approach of relocating the lines on the new bridges. Award was then made to bidder who

submitted the lowest total bid price for the bridge CLINs coupled with the CLINs calling for the rerouting of the lines under the beds. The protestor challenged the award claiming that the awardee should have been decided based on the total bid price for all CLINs.

Although the general wisdom is that a sealed bid procurement is a low cost/technically acceptable approach, there is authority in both the General Accountability Office (GAO) case law and the regulations for the approach the Contracting Officer took. DFAR Part 236.213-70 lays out a specific approach for awarding construction work by sealed bidding when a requiring activity is not sure whether it has the funding necessary to do all the work it desires. That approach calls for the bid schedule to contain a first or base bid item and a prioritized list of the other items to be bid on. The amount of available funding is to be recorded in the contract file before bid opening. The Contracting Officer will then award to the lowest bidder who offers the lowest aggregate amount for the first or base bid item plus or minus the additive or deductive bid items that provide the most features for the funds available. In other words, the Contracting Officer has the ability to look at the bids, compare the bid price for each item to the prioritized list, and then make an award that provides the most features for the Government. In essence, the Contracting Officer is making a type of cost/technical tradeoff.

The other important aspect of this process is deciding which bid items to consider in determining who receives the award. In the above bridge procurement, the protestor argued that all CLINs should be considered based on the language in the bid schedule notes. This issue has been addressed several times by the GAO in its bid protest decisions. In *John C Grimberg Company, B-284013*, February 2, 2000, 2000 CPD P11, the FBI issued an IFB that required bidders to enter prices for "Base Bid" and three separate "Add Alternatives." The "Base Bid" and each of the three "Added Alternatives" were for different construction projects. The IFB provided that the Government had the right to select all, none, or a combination of the "Add Alternatives." The IFB also stated that award would be made to the lowest priced offeror and that the award would be based on the total bid amount.

After bid opening the FBI decided because of funding issues it would award only the "Base Bid" work and one of the "Add Alternatives". Because of the language in the IFB, award was made to the bidder who submitted the lowest total price for all of the items. Grimberg protested because it had submitted the lowest total price on the two items that were awarded. The GAO sustained the protest in Grimberg's favor holding that the low bid must be based on the items that are actually awarded.

In a case very similar to the bridge procurement, *Kruger Construction Inc., B-286960*, March 15, 2001, 2001 CPD P43, the GAO was faced with the issue of a bid schedule that contained mutually exclusive options. In Kruger, all bidders were asked to bid on five option line items. The fourth and fifth options were such that either could have been exercised but not both. The Government awarded to the bidder who had the lowest total price with all five option line items added together. Kruger protested because if the evaluation had included only option item four or only option item five in combination with the other line items, it would have been the low bidder. The GAO accepted Kruger's argument. The GAO held that since the Government knew it would not exercise both options, the Government could not justify its decision to include both option line items in determining the lowest evaluated price.

In summary, the sealed bidding process with the use of additive or deductive options can be an effective tool for awarding construction projects when the amount of available funding is a concern. This technique gives the Government the advantage of the speedy award that goes with sealed bidding while still allowing the customer to decide after bid opening what work he/she can best afford to have done.

[Return to Newsletter](#)

Acquisition Support Center Conference Highlights

Douglas W. Packard

ACA NR Deputy Director

Doug Packard and **Linda Padgett** attended the annual Acquisition Support Center (ASC) Conference the week of 28 February 2005. The theme of the Conference was Change Leadership and Transformation.

Change Leadership

The Change Leadership track was designed to enlist the support of the Army's acquisition workforce leadership in guiding Transformational Change. We've all been through change over the past years; it seems to be a never-ending process of change doesn't it? Exactly! In fact, by definition, Transformational Change identifies change as cyclical and enduring. Think of Transformational Change as a ceiling and imagine previous change processes, Total Quality Management and Business Processes Reengineering as pillars to the ceiling. Today, the pillars include Modularity, ISO 9000 certification and Lean Six Sigma (you'll be hearing much more about Lean Six Sigma in the near future). Over time the pillars are different as we respond to different events, e.g., war. In an era of continued change the challenge for the acquisition professional is not to bond as a workforce by discounting new processes. Rather, to bond as an organization and as a professional workforce to apply new techniques and processes to better support the warfighter.

Transformation of Acquisition Workforce Policies/Procedures

Many ASC processes are proposed to change this calendar year as we transform our acquisition workforce support systems/processes to better support the workforce.

- (1) The focus of the ASC and its Field Offices, which house the Acquisition Career Managers (ACM), will alter to place more emphasis on reaching supervisors. Supervisors are required to inform and encourage employees to participate in development opportunities (education and training), to ensure meaningful IDPs are established, etc. Supervisors play the pivotal encouragement role, and release employees for developmental opportunities.
- (2) Continuous Learning Points for Defense Acquisition University courses will post automatically to your IDP when you complete the course, saving time for the employee and Supervisor.
- (3) The data source for the Acquisition Career Record Brief (ACRB) will be linked more directly to the MODERN system. The Acquisition Position List (APL) number will be phased out. MODERN identifies positions by Acquisition Career Field (ACF) category, making the APL redundant. More importantly, the employee will be given the ability to update certain portions of the ACRB, such as, Training (other than DAU) Section VI and Assignment History, Section IX. This will save a considerable amount when attempting to update the ACRB for Boards. The employee signs the ACRB as does the supervisor; each is validating the accuracy of the data on the ACRB. Unfortunately, the monthly MODERN uploads to populate the ACRB will likely continue to overwrite any information input by the ACM or employee. Changes are proposed to be implemented in the fall of 2005.
- (4) A limited number of personnel, such as Headquarters Career Development POCs, will have limited administrative rights to CAPPMS for tracking and maintaining data in their organization. We're hopeful ASC will also grant access to generating management reports on CLPs, certification achievement, etc. which might eliminate some data calls to the field.
- (5) The application process for the Army Tuition Assistance Program (ATAP) is now automated. A notice was sent out by the ASC on 1 Apr 05. No longer will applications reach the Human Resources Command only to be told that the Utilization Plan, for example, exceeds the line limitation by 1 line of text and the application not be presented to the Board. As some of us know all too well this change is a significant benefit to the workforce. After testing the new process for the ATAP Board, the ASC plans to use the automated application system for all Boards.
- (6) The Army is increasing emphasis on leadership development at all levels. The ASC is considering a Leadership Certification Module or adding leadership requirements to Contracting (and other acquisition discipline) certification standards.
- (7) ASC plans to launch On Line Certificates of certification in Aug 05. The plan is to have an electronic signature of the Director, Acquisition Career Management (DACM) printed on the certificate. The employee would download the certificate from a link on their ACRB. The ASC is still exploring whether or not to change the certificate format. The ASC is also working on automating the complete

certification process, eliminating the need to mail documents between the employee and their ACM and between the ACM and the Certifying Official.

Senior Rater Potential Evaluation (SRPE)

We've had many questions about future uses of the SRPE. Its future is unknown, however, it's expected that the SRPE will only be used when employees apply for competitive Boards; it will not be used alongside TAPES during annual performance ratings.

Defense Acquisition Workforce Improvement Act (DAWIA) II

The FY04 and FY05 National Defense Authorization Acts have made changes to DAWIA. Implementation of the changes within the DOD has been slow. A DOD Working Group has been established to draft implementing guidance.

Some of the more significant changes include:

- (1) A single Defense Acquisition Corps is required; with a goal of bringing consistency to how the Services and Defense Agencies Components interpret and implement the law.
- (2) Designation of Critical Acquisition Positions will no longer be based purely on the grade of the position. Designation will be based on the key duties of the position. Additionally, there will be a subset of CAPs – Key Leadership Positions (KLP) - which will include very senior CAPs only. At this point, we will continue to apply the CAP designation to grades GS-14 and above. Full conversion to a CAP-designation based on job duties may be impacted by implementation of the National Security Personnel System.
- (3) Removed minimum grade requirement of GS-13/rank of Major for Acquisition Corps membership. Therefore, the Corps Eligible Program will be discontinued. We hope to receive guidance soon on how personnel will be transitioned out of the CE Program and assessed into the Acquisition Corps.
- (4) Workforce members will have 24 months vice 18 months to reach the certification level required of their position. Further, if the certification is not achieved within the 24 months a waiver, explaining why certification was not achieved, must be obtained for the individual to remain in the position; metrics will be maintained on waivers. Via CAPPMIS, the ASC can ascertain who has not been appropriately certified.
- (5) For certification and for Acquisition Corp membership, the acquisition experience claimed must have been obtained within 8 years of the date that certification or Acquisition Corp membership is requested.

[Return to Newsletter](#)

News you can use

New tool for researching policy issues.

The Defense Federal Acquisition Regulation Supplement (DFARS), Procedures, Guidance and Information (PGI) Web page is a companion resource to the DFARS; a result of the DFARS Transformation effort chartered by the Under Secretary of Defense for Acquisition, Technology and Logistics (USD/AT&L). DFARS PGI is a new, web-based tool for the entire acquisition community to simply and rapidly access — via the World Wide Web — non-regulatory Department of Defense (DoD) procedures, and guidance and information relevant to FAR and DFARS topics. The DFARS remains the source for regulation, implementation of laws as well as DoD-wide contracting policies, authorities and delegations. In other words, DFARS will answer the questions, "What is the policy?" and "What are the rules?" DFARS PGI will connect the acquisition community to the available background, procedures and guidance and answer the questions, "How can I execute the policy?" and "Why does this policy exist?"

DFARS PGI provides a rapid method of disseminating non-regulatory material to contracting officers and the entire acquisition community, it will also serve as a real-time training tool by making relevant information available on any topic of interest. DFARS PGI is new and will be evolving in the months ahead, moving to simpler language, an easy-to-follow format and follow with new tools for searching and retrieving current and past information on FAR and DFARS requirements.

Take advantage of the capabilities DFARS PGI presents today and in the future.



A Companion Resource to the DFARS

PGI contains mandatory and non-mandatory internal DoD procedures, non-mandatory guidance and supplemental information used at the discretion of the contracting officer.

PGI will not contain policy or procedures that significantly affect the public and will not be published in the Federal Register or the Code of Federal Regulations.

However, the HTML version of the [DFARS](#) contains links to the corresponding PGI sections.

The authority to issue PGI comes from [DoD Directive 5000.35](#), Defense Acquisition Regulations Management and [DFARS 201.301](#).

For more information, visit the [About PGI](#) page.

[Return to Newsletter](#)

OMB picks acquisition advisors

BY [Michael Hardy](#)

Published on Feb. 01, 2005

Office of Management and Budget officials created a services acquisition advisory panel to help provide guidance regarding various aspects of government contracting. The creation of the 14-member panel was authorized by the Services Acquisition Reform Act, which passed in 2003.

David Safavian, administrator of OMB's Office of Federal Procurement Policy, said the panel will provide general policy guidance.

"This nonpartisan panel consists of very capable and respected individuals from a wide variety of backgrounds, both within and outside the government," he said. "We look forward to receiving the panel's recommendations on effective ways to improve government contracting."

Some observers, however, said that the panel is too industry-friendly. The Project On Government Oversight, for one, is not pleased. "The distinction between public and private in the defense contracting community is meaningless," said Danielle Brian, POGO's executive director. "There have been a growing number of critics of trends in government contracting, including Inspectors General and the Government Accountability Office, but none of them are represented [on the panel]. The panel is dominated by contractor advocates – both inside and outside government – who have embraced Rep. Tom Davis' agenda of gutting taxpayer protections."

The panel's members include:

- Louis Addeo, president of AT&T Government Solutions
- Frank Anderson Jr., president of the Defense Acquisition University
- Carl DeMaio, president and founder of the Performance Institute
- Marshall Doke Jr., partner at Gardere Wynne Sewell

- David Drabkin, deputy associate administrator for acquisition policy, General Services Administration
- Jonathan Etherton, vice president of legislative affairs, Aerospace Industries Association of America
- James Hughes Jr., deputy general counsel for acquisition, Air Force
- Deidre Lee, director for defense and acquisition policy, Defense Department
- Tom Luedtke, assistant administrator for procurement, NASA
- Marcia Madsen, partner at Mayer, Brown, Rowe and Maw
- Melanie Sabelhaus, deputy administrator, Small Business Administration
- Joshua Schwartz, law professor and co-director of Government Procurement Law program at George Washington University Law School
- Roger Waldron, director of the Acquisition Management Center, GSA

Madsen is the group's chairwoman. The panel is expected to submit a report to OFPP and to Congress within a year, with its findings and recommendations regarding issues such as the use of commercial practices, performance-based contracting and the use of government-wide contracts.

[Return to Newsletter](#)

On the Money

Army Contracting Agency Headquarters Northern Region Installation Assignments Resource Support Office Barbara Harmon, Chief, x-5865

Dena Denton, x5470 Dena.Denton@monroe.army.mil <i>Lead Manpower, POM</i>	Carmen Matos, x5475 Carmen.Matos@monroe.army.mil <i>Lead Execution</i>
Jean Melson, x5480 Jean.Melson@monroe.army.mil <i>Systems, Travel</i>	Duna Ellis, x5324 Duna.Ellis@monroe.army.mil <i>MOA/MOU, ISSAS, Comparative Analysis ABC/Internal Controls, Mgmt Control Program, Back-up Manpower</i>
Rita Lott, x5358 Rita.Lott@monroe.army.mil <i>Travel, DbCAS</i>	Back-up Dena - Carmen Jean - Duna Rita -

Direct Reporting Installations

Ft Lewis Duna	Ft Drum Carmen
Ft Riley Duna	Ft Carson Dena
Ft Leonard Wood Rita	West Point Duna
APG Carmen	DPG Rita
HQ Dena	TACOM Rita
Natick Jean	

CDCC

**Ft Belvoir
Ft Meyer/McNair
Ft Meade
Ft AP Hill
Ft Hamilton
NDU**

Jean

Phone Numbers
DSN: 680-xxxx
CML: 757-788-xxxx
Unclass Fax: x4179

ARCC

**Ft Dix
Ft McCoy
Ft Monmouth
12 RRCs
Buchanan**

Carmen

NRCC

**Ft Eustis
Ft Lee
Ft Leavenworth
Carlisle Barracks**

Dena

**U.S. Army Contracting Agency
Northern Region Headquarters
SFCA-NR-CO Attn: xxxx
11 Bernard Road, Bldg 10
Fort Monroe, VA 23651-1001**

P:\Resource Support\ACA NR Resource Support\FY05 Budget\RS Installation Assign

[Return to Newsletter](#)

Travel much?

Jean Melson

*Budget Analyst
ACA NR*

If you make single day trips that include travel arrangements- air, car rental, etc., you may have been over paid. Please check the per diem entitlements when you file your DTS voucher. You may be receiving an over payment for meals and incidentals.

There is an inappropriate interaction in DTS that is triggered at the time DTS applies the CTO Booked or Ticketed stamp. DTS adds a duplicate day to the single day per diem table and records the 75% meals and incidental on the duplicate day. This will recur each time DTS applies the CTO Booked, or Ticketed stamp for each CTO adjustment made.

Please note that this is an internal DTS software problem (SPR 13801) and is in no way related to the CTO/travel agent processing of the Passenger Name Record (PNR).

Travelers should be advised to check their single day vouchers that include travel arrangements (air and or rental car) to ensure their claim is correct. In the document, they should go to Additional Options>Per Diem and make sure a single day is recorded. Using the RESET ALL button will remove any duplicate entries.

We have surveyed the database and identified those vouchers that may have been over paid. The Help Desk will send the appropriate extract to each effected DTA ID email address. The traveler should be notified and an amendment created, corrected, and the Due US process accomplished.

We will continue to survey the database to identify other occurrences until the SPR is resolved. The SPR is scheduled for an out-of-cycle maintenance patch on 21 January.

We apologize for the inconvenience and appreciate your continued support of the Defense Travel System.

Dave French
Customer Service

[Return to Newsletter](#)

Tools for Better Contracting

Joe Myers

*Procurement Analyst
ACA NR Headquarters
Innovations and Efficiencies Branch*

The amount and complexity of work being accomplished in our contracting offices and DOC's continues to increase. In addition to contracting regulations and trends that are constantly in flux, their requiring activity/customers also make demands on their time and resources.

To help out, we have developed a one-stop web-accessible place that *our* customers- the DOC's, Centers and their contract specialists- can go for helpful information. Called the ACA NR Toolbox and located on the ACA NR home page (<http://www.aca-nrhq.army.mil/>), this is a site still under construction. However, several tools are there right now to save our customers energy and time while improving the quality of the products they produce- contracts.

Already on the site are:

1. Non-standard Clause Review Form- A downloadable new form for use when preparing non-standard clauses.
2. PWS Scorecard- An interactive tool designed for the two functions involved in PWS preparation- the requiring activity (the user) and the contracting office. Each has a scorecard to rank various characteristics of the PWS. Once completed, it supplies a "final score" plus a recommendation for improvement- based on the average score for the PWS.
3. IGCE Tool: An interactive and practical way for the using/requiring activity to develop an Independent Government Cost Estimate. The contracting office can email this tool to their customer. Following the interactive directions, the user comes away with an understanding of the process plus some help in finding the data needed. This tool provides many users with sufficient help to create the IGCE without further assistance. Once the blanks are filled in, the tool automatically creates a form that has a signature block for inclusion in the requirements package.
4. PBSA tutorial: A tutorial on how to prepare PBSA documentation for the using activity. Starting with the PRS and PWS and leading to the development of a QASP, this presentation is designed to be given in a relatively short time period by contracting personnel to users and yet provide detailed instructions for preparing the documents needed to begin the contracting process.

Also on the website, clicking on "Reference Library" brings up several resources, including new Web Guides. These interactive resources include the information of a formal deskguide in an easy-to-navigate, web-based reference. Full of links to regulations and guidance- DoD, Army, and other agencies, as well- it also includes links to training opportunities (for both contracting and user activity personnel) and other related websites. Web Guides are available for PBSA and for Green Procurement.

By putting each of these in a centrally managed Internet location, we have created a branded approach to helping our customers help their customers. Also, making the tools useful, while updating and adding to them regularly, creates increasing interest in the site. The end result will be a useful website on many "favorites" lists.

[Return to Newsletter](#)

Career Program and You

Linda Padgett

Procurement Analyst, ACA NRHQ

Army Acquisition Tuition Assistance Program (ATAP) Spring 2005 Announcement

The U.S. Army Acquisition Support Center (ASC) announces the release of the new Army Acquisition Professional Development System (AAPDS) online application system. This new home to many acquisition training opportunities will start with the launch of the spring 2005 Acquisition Tuition Assistance Program (ATAP) announcement, at <http://asc.army.mil/programs/atap/announcement.cfm>.

The ATAP announcement will be open from **April 1 through May 31, 2005**. Notifications will be made in June 2005. The AAPDS Web site is located at: <https://apps.altess.army.mil/aapds>.

Although the first roll out of AAPDS will focus on ATAP, the system will soon include many Acquisition, Education, Training and Experience Programs (AET&E); Contracting Career Program Office (CP-14) professional development opportunities; and opportunities offered through the Logistics Management Propensity Office (CP-13/-17 LOGPRO).

ATAP is a robust tuition assistance program open to all eligible Acquisition, Logistics and Technology Workforce members who are interested in pursuing their 12-24 business hour requirements, associate or bachelor's degrees. Army Acquisition Corps members who are Level III certified may also request ATAP funding for a graduate degree in a business, scientific or technical specialty.

Education funded through ATAP must be pursued through a nationally or regionally accredited school. Participants may attend the institution of their choice within their local commuting area or participate in online classes. Students should complete courses during non-duty hours unless supervisor approval allows for duty hour completion.

[Return to Newsletter](#)

Each course of study must underpin an acquisition function. Funding for a master's degree or business hours at the master's level is limited to \$1,500 per course (\$7,500 per year maximum) and funding for a bachelor's degree is limited to \$1,000 per course (\$5,000 per year maximum). Students must complete graduate courses with at least a grade of "B" and at least a "C" for undergraduate courses. Reimbursement is required if the grade standards are not met.

Finally, participation in ATAP requires a payback of time, usually three times the length of the actual training period. Exact payback requirements are annotated on the DD Form 1556.

Applicants must still use their Individual Development Plan (IDP) at:

<https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>

to annotate the courses for which they wish to apply for ATAP funding. AAPDS will be connected to the IDP and will import all supervisory approved training into the AAPDS system. Once in AAPDS, applicants will be required to complete the following for their package to be considered:

- Select the ATAP program for which you are applying.
- Submit your resume.
- Verify your IDP academic plan and funding forecast.
- Enter your statement of interest.
- Verify your curriculum requirements.
- Verify your university/college enrollment/acceptance status.
- Verify the information on your Acquisition Career Record Brief.

The ATAP policy and procedures provide detailed information about ATAP and how the program works. Please view these documents at:

<http://asc.army.mil/programs/atap/docs.cfm>.

Administrative questions concerning the ATAP program should be directed to National Capital Region Customer Support Office ATAP Coordinator **Scott Greene**, Science Applications International Corp., at (703) 704-0132, (703) 704-0134 (fax) or scott.greene4@us.army.mil.

[Return to Newsletter](#)

Become a multitasker with a secondary certification.

Upon becoming certified at the level required for their position, a workforce member can then become certified in other career fields for which they qualify. Experience is the one piece of required criteria that usually hinders certification in other career fields. Did you, as a contracting workforce member, realize that you can become certified at Level I in both Life Cycle Logistics and Program Management based on your contracting experience? If you plan on making the government a career and want to present an impressive resume then you are encouraged to demonstrate multi-functional skills. Also, **the Army may look at multi-certification when it competitively selects individuals for development opportunities**, such as ATAP, Darden, etc. Having secondary certifications indicates that you are a multi-disciplined employee who seeks out opportunities to become a well rounded,

knowledgeable Business Manager. For ease of reference here are the certification requirements for the career fields for which most Contract Specialists qualify upon completion of the centrally funded DAU courses:

LIFE CYCLE LOGISTICS

LEVEL I

EDUCATION (Desired) baccalaureate degree in a technical, scientific, or managerial field.

EXPERIENCE 1 year of acquisition experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management

LOG 101 Acquisition Logistics Fundamentals

LOG 102 Systems Sustainment Management Fundamentals

PROGRAM MANAGEMENT

LEVEL I

EDUCATION (Desired) baccalaureate degree, preferably with a major in engineering, systems management, or business administration.

EXPERIENCE 1 year of acquisition experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management

(Desired) ACQ 201 (Parts A & B) Intermediate Systems Acquisition

(Desired) One DAU Level 100 course in another functional area

[Return to Newsletter](#)

Work Force Members Continue To Pursue Educational and Leadership Goals

We are happy to present ACA NR work force members who are currently enrolled in or just enrolling in degree seeking programs as well as those just completed or enrolled in leadership course. We give our heart felt congratulations to those who have just graduated or who will soon receive their degrees. Also, congratulations to all who are seeking leadership skills. While improving your chances for career advancement you are giving the government the benefit of your advanced knowledge and upgraded skills. We encourage each of you to keep up the good work.

College				
Name	Organization	Enrollment Status	Degree Being Pursued	Projected Completion Date
Camilla Tramuel	ACA NR	Currently Enrolled	Master's	Mar-2006
Melinda Simmons-Healy	ACA NR	Currently Enrolled	Master's	Jun-2005
Debbie Price	ACA NR	Currently Enrolled	Bachelor's	Apr-2005
Michael Adorno	CDCC	Currently Enrolled	Master's	FY2008
Sandra Bruce	CDCC	Currently Enrolled	Bachelor's	FY2007
Walter Davis	CDCC	Enrolling	Master's	FY2007
Margaret Dozier	CDCC	Currently Enrolled	Bachelor's	FY2005
Kimberli Gray	CDCC	Enrolling	Bachelor's	FY2008
Glynis Guest	CDCC	Currently Enrolled	Bachelor's	FY2006
Ellen Harden	CDCC	Currently Enrolled	Associate's	FY2007
Denese Henson	CDCC	Currently Enrolled	Bachelor's	FY2011
Martha Milan	CDCC	Currently Enrolled	Master's	FY2006
Carolyn Ross	CDCC	Enrolling	Bachelor's	FY2008
Lorine Thompson	CDCC	Currently Enrolled	Master's	FY2006
Sandra Tillman	CDCC	Enrolling	Bachelor's	FY2007
Vicki Walker	CDCC	Currently Enrolled	Bachelor's	FY2007
Rorri Walters	CDCC	Currently Enrolled	Bachelor's	FY2008
Denise Williams	CDCC	Currently Enrolled	Associate's	FY2006
Jane Lemmon	DPG DOC	Currently Enrolled	Bachelor's	Dec-2010
Jim Keetch	DPG DOC	Currently Enrolled	Master's	Dec-2009
Elizabeth Reed	DPG DOC	Currently Enrolled	Bachelor's	Dec-2010
Bernadette Wolfe	DPG DOC	Currently Enrolled	Bachelor's	Dec-2007
Carol Hellmann	Fort Carson DOC	Currently Enrolled	Master's	May-2006
Emelda Long	Fort Dix DOC	Currently Enrolled	Bachelor's in Business Admin	Sep-2006
Cynthia Santos	Fort Drum DOC	Currently Enrolled	Master's	May 2007
Terry Hyatt-Amabile	Fort Eustis DOC, NRCC	Currently Enrolled	Master's	May-2007
Saundra Diggs	Fort Eustis DOC, NRCC	Currently Enrolled	Bachelor's	Mar-2006
Gay Gregory	Fort Eustis DOC, NRCC	Currently Enrolled	Bachelor's	Aug-2005
Terry Hyatt-Amabile	Fort Eustis DOC, NRCC	Currently Enrolled	Bachelor's	May-2005
Linda Brown	Fort Eustis DOC, NRCC	Currently Enrolled	Master's	Jun-2005
Donna Hull	Fort Eustis, DOC, NRCC	Enrolling	Master's	Jan-2007

Del Celano	Fort Eustis, NRCC	Currently Enrolled	Associate's	No Date
Patricia M. Fischer	Fort Eustis, NRCC	Currently Enrolled	Bachelor's	Oct-2005
Patricia Paige	Fort Eustis, NRCC	Currently Enrolled	Master's	Dec-2005
Betty Gottschall	Fort Eustis, NRCC (SB) Fort Hamilton	Currently Enrolled	Bachelor's	Jan-2007
Franklyn Mitchell	DOC Fort Leavenworth	Currently Enrolled	Bachelor's	FY2007
Deanna McKeel	DOC	Currently Enrolled	Associate's	No Date
Patsy Simmons	Fort Lee DOC Fort Leonard	Currently Enrolled	Master's	No Date
Christine L. Scena	Wood DOC	Currently Enrolled	Bachelor's	2006
Wanda Reed	Fort Lewis DOC	Currently Enrolled	Bachelor's	Nov-2005
Pamela Munoz	Fort Lewis DOC	Currently Enrolled	Master's	Sep-2005
Stephen Loftus	Fort McCoy DOC	Currently Enrolled	Master's	Jun-2006
Cheryl McGhee	Fort Meade DOC	Currently Enrolled	Bachelor's	FY2005
Roxanne-Rheubottom Costley	Fort Meade DOC	Currently Enrolled	Bachelor's in Business Admin Master's Business Admin	Dec-2007 Dec-2005
Marcia Young	Fort Meade DOC Fort Monmouth DOC	Currently Enrolled	Master's in Program Management	Dec-2005
Christine Lehtinen	Fort Myer DOC	Enrolling	Bachelor's	FY2010
Pamela Beharrie	Fort Myer DOC	Enrolling	Bachelor's	FY2010
Sherry Carner	Fort Myer DOC	Currently Enrolled	Master's	FY2006
Shareese Garner	Fort Riley DOC	Currently Enrolled	Master's	Aug-2005
Pam Nondorf	Fort Riley DOC	Currently Enrolled	Bachelor's	Spring 2007
Shayla McLaurin	West Point DOC	Currently Enrolled	Associate's	Dec-2005
Sherry Deyo	West Point DOC	Currently Enrolled	Master's	2005

Did we miss someone? Please let us know. Email [Linda Padgett](#) or [Joe Myers](#) with the details.

[Return to Newsletter](#)

Leadership Training

Name	Organization	Training Attended
Debbie Ramirez	ACA	Labor/MER/EEO for Executives
Camilla Tramuel	ACA NR	Small Group Instructor's Training
Douglas W. Packard	ACA NR	ASC Conference. DLAMP Military Strategy Course, Labor/MER/EEO for Executives
Melinda Simmons-Healy	ACA NR	OLE
Melinda Simmons-Healy	ACA NR	Supervisors Development Course
Shirley Dowell	ACA NR	Supervisors Development Course
Sue Gonser	ACA NR	Labor/MER/EEO for Executives
Roger Neds	ACA NR	Labor/MER/EEO for Executives
MAJ Robert Shelton	ACA NR	Labor/MER/EEO for Executives
Madeline (Kit) Lindfors	ACA NR	Labor/MER/EEO for Executives
Tom Sumpter	ACA NR	Supervisors Development Course
Debbie Price	ACA NR	Supervisors Development Course
Debbie Price	ACA NR	Manager Development Course - Currently Enrolled

Sue Gonser	ACA NR	LEAD
Martha Mitchem	APG DOC	Foundations of Creativity and Innovation, Generating Creative and Innovative Ideas
Brenda Jackson-Sewell	CDCC	Labor/MER/EEO for Executives
Sandra Bruce	CDCC	Manager Development Course
Edwin Mendez	Fort Buchanan DOC	OLE
Carol Hellmann	Fort Carson DOC	OLE
Margaret Wright	Fort Carson DOC	LEAD
LTC Craig DeDecker	Fort Eustis, NRCC	Labor/MER/EEO for Executives
Joseph Farrell	Fort Eustis, NRCC	Labor/MER/EEO for Executives
Michael B. Fleming	Fort Eustis, NRCC	Human Resources for Supervisors
Michael B. Fleming	Fort Eustis, NRCC	Manager Development Course
Patrick Hogston	Fort Eustis, NRCC	Human Resources for Supervisors
Leo Burris	Fort Leavenworth DOC	Human Relations for New Supervisors
Leo Burris	Fort Leavenworth DOC	Labor Relations for Supervisors
Ruth Kenton	Fort Leavenworth DOC	TAPES
Ruth Kenton	Fort Leavenworth DOC	Labor Relations for Supervisors
Olive Lenney	Fort Lewis DOC	LEAD
B. J. Eldien	Fort McCoy DOC	SBLM Resident/Nonresident
Bernadette Honish	Fort McCoy DOC	LEADTTT
Claudia Derringer	Fort McCoy DOC	LEADTTT
Kris Murray	Fort McCoy DOC	OLE
Doreatha Kinslow	Fort Meade	Constructive Conflict Resolution
LTC Kelly Campbell	USMA DOC	Labor Relations for Executives

Did we miss someone? Please let us know. Email [Linda Padgett](#) or [Joe Myers](#) with the details.

[Return to Newsletter](#)

DOD Executive Leadership Development Program (DELDP)

Linda Padgett

Procurement Analyst

ACA NR

Applications were recently accepted for the DELDP Program. This program is a 10-month course that is scheduled for September 6, 2005 through mid June 2006. The course is for participants to learn about the overall DoD mission and receive training that will help them to better prepare for executive leadership roles. All civilians at the GS 12 and GS 13 are eligible to apply.

All applications were due March 18, 2005.

The course is held at various locations throughout the U. S. and is open to civilians at the GS 12 and 13 levels. For more information and a full description of this **non-ACTEDS** funded course and the application can be found in the ACTEDS FY 2005 Training Catalog www.cpol.army.mil.

[Return to Newsletter](#)

Newsletter Article Assistance

Joe Myers

*ACA NR Procurement Analyst and
Newsletter Editor*

[Return to Newsletter](#)

“Please submit something to the ACA NR Newsletter.” If you have received an email that was like that, do not be alarmed. The ACA NR newsletter is designed to help keep the information flow throughout the wide reaches of our region. With offices from Massachusetts to Washington State, keeping in touch and sharing ideas is difficult. While not our only method of communication, the newsletter attempts to add the personal approach to the business of contracting the Army’s war fighting efforts within the region.

In addition, sometimes your articles are used by the ACA newsletter. This is a great way to 1) let people outside our region know of the work we are doing, and 2) the more people learn about the extent of the work that we do, the more positive publicity ACA NR receives.

In an effort to help those in our region who are reluctant to submit articles to the newsletter, I have prepared a short template you can use to reduce your stress.

The newsletter is expected to be published during the first week of the quarter and submissions should be made two weeks before to allow placing into the newsletter and getting approvals. This means get started early in identifying appropriate article candidates.

Article ideas. The first response to the request for articles is, “Nothing ever happens at Fort X. What can I write about?” Here are some starters (not even close to a full list, just some memory joggers):

- Good News. Examples include the results of a great individual or team effort that needs to be recognized by the region or the sharing of our collective contracting and business expertise to other groups (for instance providing speakers at a local business/NCMA event). Who doesn’t want to be recognized by friends and colleagues in the pages of the newsletter?
- A large/complex procurement that was successfully awarded.
- Unusual items/services being purchased (and how you did it). For instance, awarding an emergency procurement for “skid monsters” (that has the ring of “news, news, news”).
- Items of a newsworthy nature- how you or someone in your office is supporting the GWOT, the war efforts in Iraq and Afghanistan or perhaps something of general interest/current event (efforts to expedite armored vehicles to the battlefield is an example of a current events-type newsworthy article idea).
- To recognize someone who is putting forth extra effort- developing and championing a new initiative, for instance.
- A way to handle a problem that you haven’t heard much about but you had success with. For instance, awarding a performance based contract using a USAF-style Statement of Objectives instead of a detailed PWS.
- How to deal with unusual situations (including hard to procure items, difficult customers, funding dilemmas, etc).
- Upcoming (during the next quarter) events- small business days, industry days.

There is no right or wrong way to put your article together. However, many people smarter than me have used this structure.

- *Title.* Start with a few-word summary of what is the most important thing in your article. Such as, “New Guidelines Mean Faster Procurement Time.”
- *Your opening paragraph (s).* This is not unlike an executive summary; it should state in a few words what your article is about and include information to draw the reader further into your article.

In this paragraph, identify the organizations/people affected or the type of procurement described and what makes it "special" enough to be written about. If it takes an extra paragraph or two, that is acceptable. Just don't drag it out so long that it turns into the body (see below).

- **Body.** Use your own written "voice" to describe what your article's subject is about. There are many "formulas" for putting the body together.
 - You can use a chronological approach, such as a narrative "timeline." Such an article about a procurement, for instance, would start with the requirement (describing the complexity, uniqueness, etc) and progress through all the steps, including the market research, solicitation process, etc. Only include those details that are needed to understand the process-and why it is important to report about- but not the routine details that would be obvious to our colleagues.
 - For a process or procedure that was unusual, you may want to start by describing the end-product (goods or services received in record time, etc) and then describe what happened and then finally reveal the special process that was instrumental in making it successful. Done well, this can keep the reader intrigued up to the very end.
 - The straight logical approach is most often used because many of us are logical type of people. In this approach, you simply list (in narrative form) the steps to be taken to achieve the mission/goal. Sometimes it is a chronological progression. Sometimes there are parallel processes that need to be described, so some variation may need to be used.
- **Conclusion.** Use this opportunity to wrap up the entire piece, reviewing why the reader made it to this part of the article and reminding the reader about what was newsworthy about the article. Sometimes, re-summarizing the opening paragraph is all that it takes, depending on the topic.

Article Submission. You can submit your article in any form you like. An MSWord email attachment is certainly acceptable. Include contact information for yourself and those mentioned, in case of follow-up questions. If you prefer that all questions go through you please let me know at the time of submission.

Articles can be any length, applicable to the subject matter. Many articles are in the 150 (less than 1 page) to 1000 word range. Check a recent newsletter for an idea of how long the type of article you are contemplating should be.

If you include information taken from another source, be certain to reference that source. In our business, many of us want to be able to look it up ourselves. Including a web address makes it easy for everyone to click on important information. Footnotes and endnotes or any other formal system is not necessary; just include the information in parenthesis next to where it is used.

When mentioning individuals, include proper spelling of their names as well as their rank and title where appropriate. Especially in a military environment, it is important to show respect for everyone and proper use of name, rank and title is one way to ensure that respect.

We will even accept more scholarly submissions if you are so inclined (perhaps a term paper for a college course you or one of the people in your office are taking). Usually longer and footnoted, such articles are a good way to try your hand at these more structured styles while not having the pressure of juries and review boards. Depending on the topic, these are likely candidates for re-submission to the ACA newsletter.

For any publishing rights that you reserve, be certain to include notice of them as well. As a normal practice, by submitting an article, you (the author) grant ACA NR and ACA permission to publish your article plus your name, organization, duty email address and duty phone number (if appropriate) in the article to be published either in hardcopy or on a U.S. Government (public or proprietary) website.

Writer's Block. Every once in a while, there is that time when, regardless of the topic, the words do not flow. The more you struggle on it, the more the words elude you. Your heartbeat increases, your anxiety starts to control you. What to do? Here are some tips:

- Delegate the article to someone else.
- Save the effort (even if it is just a title) to your hard drive, write some overdue emails, return the phone calls that accumulated while you struggled, and otherwise, just relax. Go back to the article a little later, renewed and energized.
- Find someone else to write it for you (you may not be in a position to actually “delegate” the article writing). I do not advocate bribing someone or reverting to trickery, but the articles need to keep coming, quarter after quarter. Interns are great sources of enthusiasm and energy. Try one of them.
- Prepare an outline, put some resources together that apply to the subject matter (if not easily available from the internet or AKO) and email them to the newsletter editor and ask for assistance. Use this as a last resort but I will gladly assist if you really need the help.

The next time you receive a request to write an article (probably about the end of the second month of every quarter), do not panic. I have provided some tips to help you make it through the process and be assured that the process gets easier with practice.

Any questions and comments? Please forward them to me at joe.myersjr@us.army.mil. I look forward to receiving your articles. If this guide was helpful, let me know. If I can improve it, let me know that, too.

[Return to Newsletter](#)